Board Minutes
2023

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12/22

Note: Dates after the policies indicate the date the policy was last reviewed or revised by the board.

2023 Budget

1 PERSONAL SERVICES

1.1	Salaries and wages	
1.11	Salary of librarian	$86,944
1.12	Salary of Assistants	$1,220,279
1.13	Wages of Janitor	$99,251
1.2	Employee benefits	
1.21	Employer: FICA	$107,595
1.22	Unemployment Comp	$2,531
1.23	Employer: PERF	$125,868
1.24	Employer: Group Insur.	$175,454
1.31.	Other Personal Services	$0
	Total Personal Services	$1,817,922

2 SUPPLIES

2.1	Office supplies	
2.11	Official records	$500
2.12	Stationery/printing	$500
2.13	Other office supplies	$6,500
2.2	Operating supplies	
2.21	Cleaning/sanitation	$7,500
2.22	Fuel/oil/lubricants	$0
2.23	Other operating supplies	$6,500
2.3	Repair/maintenance supplies	
2.31	Building materials	$1,500
2.32	Painting supplies	$400
2.33	Repair parts	$750
2.4	Other supplies	
2.41	Library supplies	$16,500
2.42	Marketing	$100
	Total Supplies	$40,750

3 OTHER SERVICES/CHARGES

3.1	Professional services	
3.11	Consulting services	$0
3.12	Engineer/Arch Services	$0
3.13	Legal services	$7,000
3.14	Other profess. services	$6,200
3.145	Databases/Licensing Services	$30,100
3.146	E-Books Services	$40,000
3.147	Apps	$100
3.2	Communication/Transportation	
3.21	Telephone	$14,000
3.22	Postage	$2,000

3.23	Traveling expenses	$20,000
3.24	Professional mtgs	$7,500
3.25	Freight/Express	$1,800
3.26	Network expenses	$92,220
3.3	Printing/Advertising	
3.31	Adv/Public. of notices	$800
3.32	Printing (not offc. supply)	$0
3.33	Marketing advertising	$4,500
3.4	Insurance	
3.41	Official bonds	$500
3.42	Other insurance	$31,000
3.5	Utility services	
3.51	Gas	$25,000
3.52	Electricity	$129,000
3.53	Water	$3,500
3.54	Waste disposal service	$9,000
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	$122,930
3.62	Equipment	$500
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	$400
3.91	Dues	$2,600
3.92	Interest on loans	$0
3.93	Taxes/Assessments	$500
3.94	Transfer to LIRF	$50,000
3.95	Book reimbursement	$200
3.96	Petty cash	$120
3.97	Interview/moving expense	$0
3.98	Maintenance contracts	$124,053
	Total Other Services/Charges	$725,523
4	CAPITAL OUTLAYS	
4.1	Land	
4.2	Buildings	
4.3	Improvements	$0
4.4	Furniture/equipment	$88,000
4.5	Other capital outlays	0
4.51	Books	$150,000
4.52	Periodicals,newspapers	$16,500
4.53	Nonprint materials	$60,000
	Total Capital Outlays	$314,500
	FUND TOTAL	$2,898,695

Board Meeting Dates
2023

Meetings are held at 6:00 P.M. at the Rensselaer Library unless otherwise noted

Monday, January 9

Monday, February 13
Rensselaer Librarian & Youth Services Librarian Annual Reports

Monday, March 13

Monday, April 10 (at DeMotte)
DeMotte Librarian & Children's Librarian Annual Reports

Monday, May 8

Monday, June 12
Webmaster Annual Report

Monday, July 10

Monday, August 14

Monday, September 11 (at Wheatfield)
Wheatfield Librarian & Children's Specialist Annual Reports

Monday, October 9

Monday, November 13
Technical Services Librarian & Systems Administrator Annual Reports

Monday, December 11

Thursday, December 28
(Special Year End Meeting-time to be announced)

Holiday Schedule 2023

The Libraries will be closed on the following days:

For New Year's Day: Monday, January 2
Memorial Day: Monday, May 29
Independence Day: Tuesday, July 4
Labor Day: Monday, September 4
Thanksgiving: Thursday, November 23
Christmas Eve: See Below*
Christmas Day: Monday, December 25
New Year's Eve: See Below*

***Because Christmas Eve and New Year's Eve both fall on Sunday, a day that the library is normally closed, and the library will be closed on Monday, December 25 in observance of Christmas Day, eligible staff will be given equivalent time off with pay during the month of December for these holidays. These days are to be requested using a vacation/holiday request form. Supervisor approval is required.**

In addition, all locations will close at 5:00 PM
on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Some employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having reached a milestone anniversary at the library. A list of those eligible for this anniversary holiday will be distributed to department heads by January 1, 2023.

LIBRARY POLICY REVIEW SCHEDULE
2023

Review Month	Policy	Policy Manual Page
January:	Materiality Policy	204
	Code of Ethics Policy	206
February:	FAX Policy	125
	Board Commitment	147
	Staff Commitment	149
	Gift Policy	183
	Debit/Credit Card Processing Policy	202
March:	Microfilm Reader/Printer Policy	155
	FMLA/Military Leave Policy	171
	LCD (Digital) Projector Policy	179
April:	Personnel Policy	109
May:	No policies reviewed	
June:	Audiovisual Equipment Loan Policy	105
	Hotspot Policy	214
	Internet Acceptable Use/Safety Policy	151
	Social Media Policy	196
July:	Public Relations/Information Policy	97
	Public Records Policy	99
	Patron Tasks/Devices	194
August:	Art Exhibit/Display Case Use Policy	131
	Bulletin Board Policy	133
	Photography, Videotaping, and Other Recording Devices Policy	188
September:	Board By-Laws	81
	Mission/Role/Values	87
	Blu-ray/DVD Policy	107
	Group Visit Policy	169
October:	Public Forum Policy	137
	Harassment/Discrimination Policy	139
	Library Credit Card Policy	180
	Digital Access Card Policy	212
November:	Materials Selection Policy	93
	Circulation Policy	161
	Indemnification Policy	177
	Curbside Service Policy	232
December:	No policies reviewed	

LIBRARY POLICY REVIEW SCHEDULE
2024

Review Month	Policy	Policy Manual Page
January:	Materiality Policy	204
	Code of Ethics Policy	206
	Criminal History Policy	230
February:	Holiday Policy	127
	Library Behavior Policy	141
	Fine Free Library Policy	228
March:	Staff Complaint Policy	146
	Public Purchase Policy	175
	Proctoring Policy	216
April:	Personnel Policy	109
May:	No policies reviewed	
June:	Study Room Use Policy	129
	Internet Acceptable Use Policy	151
	Social Media Policy	196
July:	Reciprocal Borrowing Policy	159
	Brand & Logo Policy	218
August:	Food, Tobacco, Drug & Alcohol Policy	157
	Walking Books Policy	167
	Capital Asset Policy	181
September:	Board By-Laws	81
	Board/Staff Privileges	143 & 145
October:	Computer Use Policy	123
	Reference Policy	135
	ADA Notice	190
	Video Surveillance Policy	200
November:	Meeting Room Policy	101-103
	Circulation Policy	161
	Interlibrary Loan Policy	210
December:	No policies reviewed	

Library Board Committees
2023

Budget Committee: Janet Umlauf, chair; Mark Heinig; Julie Davidson

Meets in July or early August to review next year's budget proposal prepared by library staff. Committee presents recommendation to the full board at the August meeting.

Director's Evaluation Committee: Janelle Harper, chair; Kevin Kaluf; Janett Kingman

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board and then given to the director.

Bylaws and Policy Review Committee: Kristie Housman, chair; Janett Kingman; Mark Heinig

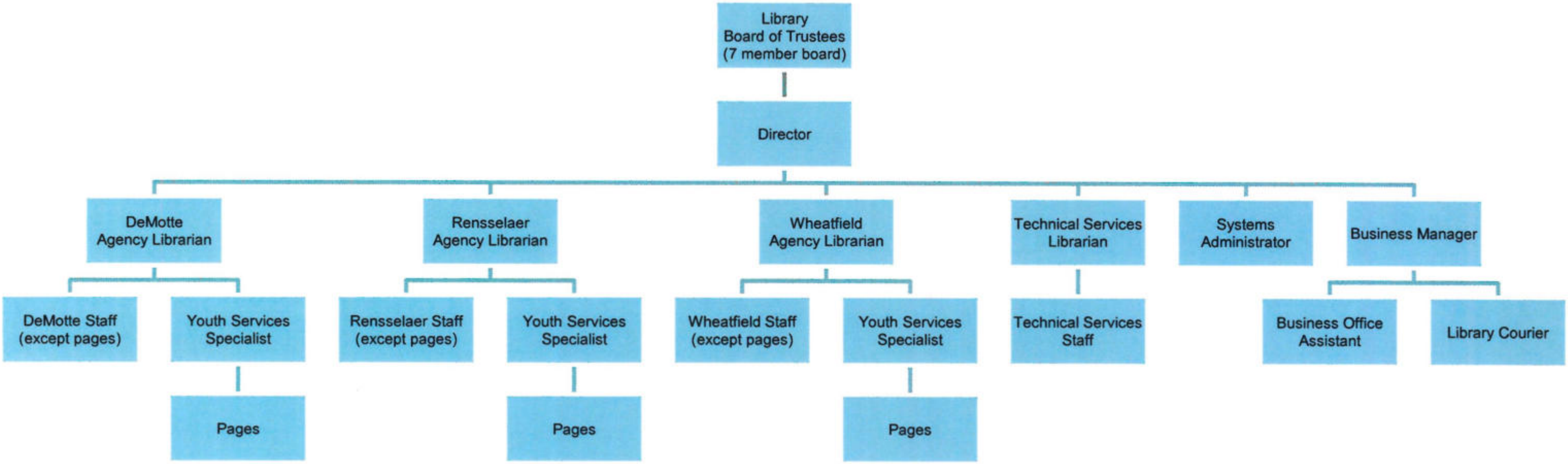
Past procedure has been for the director to recommend changes in policies to the policy committee before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

Nominating Committee: Kevin Kaluf, chair; Julie Davidson, Janet Umlauf

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.

JCPL Organizational Chart

rev. 12/22


Library
Board of Trustees
(7 member board)
Director
DeMotte Agency Librarian
Rensselaer Agency Librarian
Wheatfield Agency Librarian
Technical Services Librarian
Systems Administrator
Business Manager
DeMotte Staff (except pages)
Youth Services Specialist
Rensselaer Staff (except pages)
Youth Services Specialist
Wheatfield Staff (except pages)
Youth Services Specialist
Technical Services Staff
Business Office Assistant
Library Courier
Pages
Pages
Pages

Jasper County Public Library 2023 Board Members

	Phone	Term Expires	Appointed By
President: Julie Davidson [redacted]	[redacted] [redacted]	August 2, 2027 [redacted]	Pres. KV & West Central School Boards
Vice-President: Kevin Kaluf [redacted]	[redacted] [redacted]	June 30, 2024 [redacted]	County Council
Secretary: Janet Umlauf [redacted]	[redacted] [redacted]	December 31, 2023 [redacted]	County Commissioners
Treasurer: Janelle Harper [redacted]	[redacted] [redacted]	December 31, 2026 [redacted]	County Commissioners
Asst. Treasurer: Mark Heinig [redacted]	[redacted] [redacted]	May 9, 2026 [redacted]	Rensselaer Central School Board
Kristie Housman [redacted] [redacted]	[redacted] [redacted]	May 11, 2025 [redacted]	Rensselaer Central School Board
Janett Kingman [redacted]	[redacted] [redacted]	December 31, 2025	County Council

Jasper County Public Library

EMPLOYEE_N	JOB_TITLE	ADDRESS	CITY,STATE	TELEPHONE	CELL_PHONE
ONG, Becky	Tech Services Librarian - R	[redacted]	[redacted]	[redacted]	[redacted]
BECKER, Kate	Clerk - D	[redacted]	[redacted]	[redacted]	[redacted]
BEEDLE, Marlene	Specialist - D	[redacted]	[redacted]		[redacted]
BERRY, Rosemarie	Clerk - W	[redacted]	[redacted]	[redacted]	[redacted]
BISHOP, Nicole	Clerk - D	[redacted]	[redacted]	[redacted]	[redacted]
BROUSSARD, Sheila	Systems Administrator - R	[redacted]	[redacted]		[redacted]
CAVINDER, Rachael	Y.S. Specialist - W	[redacted]	[redacted]	[redacted]	[redacted]
COMINGORE, Linda	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
DE JONG, Kayla	Assistant - R	[redacted]	[redacted]		[redacted]
DELGER, Kim	Specialist - D	[redacted]	[redacted]	[redacted]	[redacted]
DEVRIES, Carolynn	Specialist - W	[redacted]	[redacted]	[redacted]	[redacted]
DONOHOE, Dan	Maintenance - D	[redacted]	[redacted]		[redacted]
DRAKE, Lauren	Y.S Assistant - W	[redacted]	[redacted]		[redacted]
EENIGENBURG, Patty	Assistant- D	[redacted]	[redacted]	[redacted]	[redacted]
FAGENBAUM, Autumn	Y.S. Specialist - D	[redacted]	[redacted]		[redacted]
GILBERT, Jason	Maintenance - W	[redacted]	[redacted]		[redacted]
GILMORE, Rayann	Business Manager - R	[redacted]	[redacted]		[redacted]
HAUSENFLECK, Karla	Y.S. Assistant - D	[redacted]	[redacted]	[redacted]	[redacted]
HELDAK, Shannon	Agency Librarian - D	[redacted]	[redacted]		[redacted]
HOPKINS, Beth	Assistant - R	[redacted]	[redacted]		[redacted]
HUNTER, Kim	T.S. Specialist - R	[redacted]	[redacted]		[redacted]
JONES, Jessica	Janitor - D	[redacted]	[redacted]	[redacted]	
JONES, Margaret	Janitor - W	[redacted]	[redacted]		[redacted]
KADAR, Bill	Clerk - R	[redacted]	[redacted]	[redacted]	[redacted]
KAMPERSAL, Sammy	Publicity Assistant/Clerk - D	[redacted]	[redacted]		[redacted]
KUHN, Rachel	Specialist - R	[redacted]	[redacted]	[redacted]	
LAKIN, Kaitlyn	Business Office Assistant - R	[redacted]	[redacted]		[redacted]
BERT, Jean	T.S. Assistant - R	[redacted]	[redacted]		[redacted]
IS, Diane	Clerk - R	[redacted]	[redacted]		[redacted]
MANIS, Kiersten	Page - R	[redacted]	[redacted]		[redacted]
MARTIN, Annabelle	Page - R	[redacted]	[redacted]		[redacted]
MOLENAAR, Mary	T.S. Specialist - R	[redacted]	[redacted]		[redacted]
NIKOLAOU, Rebecca	Page - W	[redacted]	[redacted]	[redacted]	[redacted]
PACKARD, Kim	Clerk - W	[redacted]	[redacted]	[redacted]	[redacted]
PARRISH, Evie	Agency Librarian - W	[redacted]	[redacted]		[redacted]
PHILLIPS, Nancy	Y.S. Assistant - R	[redacted]	[redacted]		[redacted]
POORTENGA, Linda	HQ Librarian - R	[redacted]	[redacted]		[redacted]
POST, Christy	Page - D	[redacted]	[redacted]	[redacted]	[redacted]
POWELL, Bryce	Janitor - R	[redacted]	[redacted]		[redacted]
RYAN, Tom	Clerk - R	[redacted]	[redacted]		[redacted]
SALYER, Virginia	Clerk - D	[redacted]	[redacted]	[redacted]	[redacted]
SANDERS, Christina	Janitor/Courier - W, R	[redacted]	[redacted]	[redacted]	[redacted]
SCHULTZ, Jace	Page - R	[redacted]	[redacted]	[redacted]	[redacted]
SKINNER, Jenna	Clerk - R	[redacted]	[redacted]		[redacted]
SMITH, Melissa	Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
STEINBERG, Keira	Page - W	[redacted]	[redacted]	[redacted]	
STRINGFELLOW, Patty	Director - R	[redacted]	[redacted]		[redacted]
THOMPSON, Linda	Assistant - W	[redacted]	[redacted]	[redacted]	
TRAINOR, Neile	Assistant - D	[redacted]	[redacted]		[redacted]
VAN BLAIRCOM, Dan	Maintenance - R	[redacted]	[redacted]	[redacted]	
WAMPLER, Morgan	Assistant - W	[redacted]	[redacted]		[redacted]
WARREN, Emily	Page - R	[redacted]	[redacted]		[redacted]
WIDNER, Mel	Specialist - R	[redacted]	[redacted]	[redacted]	[redacted]
WILMA, Janice	Librarian - R	[redacted]	[redacted]		[redacted]
WYNKOOP, Dorene	Clerk - W	[redacted]	[redacted]		[redacted]
T, Emily	Page - D	[redacted]	[redacted]		[redacted]

Revised 1/2/2023

Jasper County Public Library Board and Administration Monthly Tasks

Every Month

- Library receives Certified Shares (LIT)
- Business Manager completes SBA-required uploads to the Gateway by the 25th day of the month – bank reconcilements; approved board minutes; funds ledger (summarizing total receipts, disbursements, and balances by Fund) **This new requirement began mid-year 2018 and SBA requested that we go back and upload Jan-June 2018 files, too. We honored that request.

January

1. Form the Board of Finance after the first Monday and before the last day of January. Elect officers for it. Director reports on the library's past year investments. Board designates newspapers in which library publishes notices. Board accounting resolutions are approved. List of all 2 yr old outstanding checks filed and declared void and receipted back into accounts.

2. New officers take office.

3. President appoints standing committees: Budget, Bylaws & Policy Review, Director Evaluation, Nominating

4. Annual salary ordinance is approved.

5. Library board and staff will complete Code of Ethics Disclosure Form annually.

6. Certification of Board and employees to State Board of Accounts by January 31 annually (submitted via Gateway).

7. Annual statistic report due to Indiana State Library by March 1.

8. Every three years the Library Board will solicit bids for library insurance. Begin this process in January. (Bid out in 2025.)

9. Materiality Policy & Code of Ethics Policy reviewed annually.

February

1. Annual financial report (LARS Report) due to State Board of Accounts by March 1. Business Manager completes SBA-required annual uploads to the Gateway no later than March 1 – year-end bank statement; year-end outstanding check list; year-end investment statements; detail of receipts for the year; detail of disbursements for the year; current year salary ordinance; annual employee earnings record; annual vendor history report.

2. Not later than 60 days after the expiration of each calendar year publish an annual report of the receipts and expenditures during the preceding calendar year.

3. February 28 is the deadline for each political subdivision to submit report to the DLGF of any outstanding bonds or leases (as of January 1). IC 5-1-18-9 DLGF cannot certify a budget or levy for debt service funds for the next year's budget if debt issuance report is not filed, unless the DLGF grants a waiver for good cause.

4. Update nonresident annual fee. Send copy of minutes to Indiana State Library.

5. Names and addresses of employees sent to County Treasurer upon email request.

March

1. March 1 Units file Annual Report for preceding year with SBA. In addition to being used for SBOA audit, this information is used by the Department to prepare an annual report on expenditure per capita of political subdivisions. IC 5-11-1-4; IC 6-1.1-33.5

April

1. Every three years the Library Board will designate insurance company to handle library insurance for following three years. (Designation should occur in 2025.)

2. Director Evaluation form is distributed to board members. Director submits self-evaluation to Board Evaluation Committee.

3. At April Board meeting, ask for resolution approving a request for an advanced tax draw. Then after the 12th of the month send letter to the County Treasurer (with copy to County Auditor) requesting an advance tax draw.

May

1. Annual budget workshops for Librarians and Trustees, sponsored by State Board of Tax Commissioners, State Board of Accounts, and Indiana State Library.

2. Evaluation of Director is completed and presented at executive session before monthly board meeting. Director's salary for following year is determined in open session at board meeting.

June

1. Property tax distribution of May 10 collection by June 30.

July

1. Begin preparation for ensuing year's annual budget. Budget committee prepares recommendations to report to full board in August.

2. Budget meeting with representative from DLGF to go over our budget and plug in any new figures they might have for miscellaneous revenues.

3. Finalize budget estimate, plan for public hearing, approval to advertise, and adoption.

August

1. Deadline for county auditors to certify 2023 pay 2024 net assessed values and estimates of miscellaneous revenues with units and the department. IC 6-1.1-17.1
2. All libraries are required to report cybersecurity incidents to the Indiana Office of Technology within two business days of an incident and designate a point of contact/cyber incident reporter before September 1 each year. Annually in August the library director and system's administrator will be registered as the Library's primary contacts for reporting a cybersecurity incident.

September

1. September 1 is the last day for units, including certain libraries under IC 6-1.1-17-20.3 to submit proposed 2024 budgets, rates, and levies to county fiscal bodies or other appropriate fiscal body for review and recommendation or adoption. Local council sets the date that is typically in August in Jasper County.

2. DLGF will establish the last day for first and second publications of proposed 2024 tax levy, budget, and notice to taxpayers of public hearing. Memo is distributed to units with dates.

3. Self-evaluation forms distributed to library staff by supervisors who choose to evaluate staff at the end of the year.

October

1. October 1 is the last day for county fiscal body to complete review and issue non-binding recommendation to civil taxing units regarding civil taxing units proposed tax rates, levies, and budgets for the next year.

2. DLGF memo will indicate last possible day for taxing units to hold a public hearing on next year's budget. Public hearing must be held at least 10 days before budget is adopted.

3. DLGF memo will indicate last possible day ten or more tax payers may object to next year's budget, tax rate, or tax levy of a political subdivision.

4. Board Nominating Committee prepares slate of officers for following year.

5. At October Board meeting, ask for resolution approving a request for an advanced tax draw. Then send letter to the County Treasurer after the 12th of the month (with copy to County Auditor) requesting an advance tax draw.

In recent years Budget is adopted, usually at the regular board meeting but at least ten days after public hearing which has been held in September in recent years.

Library budget is submitted via Gateway no later than two days after adoption.
Final due date in DLGF memo.

November

1. November 1 is the deadline for all taxing units to adopt next year budgets, rates, and levies.

2. Nominating Committee presents slate of officers at board meeting.

2. Annual evaluations of the staff are completed by appropriate supervisors at branches which do not choose to evaluate on anniversary dates. Due by the end of the year!

3. Assistant treasurer is selected by board.

4. Annual Bookkeeping Workshop by State Library (might also be scheduled for December!)

5. Internal Control Standards & System Reviewed/Revised/Adopted by Board

December

1. Election of officers.

2. Hearing of ensuing year's budget by State Board of Tax Commissioners (DLGF changing this timeline so may occur later in the year or at the beginning of the next year)!

3. Library receives last installment of property, CVET, excise & financial institution tax revenues.

4. Encumbrances must be approved by Board, other fund transfers are made and transfer to LIRF (if any) made.

5. Provide board with board meeting schedule for following year.

6. Create Board Policy Review Schedule for following 2 years.

7. By December 1 names and addresses of employees sent to County Treasurer.

8. Director distributes list of ensuing years' holidays.

9. Newly elected Board Treasurer and Assistant Treasurer to provide Financial Banking Institutions with their information and sign new back authorizations as check signers. New Treasurer and Assistant Treasurer bonds to be issued for new year.

Bylaws of the Board of Trustees
# of the
Jasper County Public Library

ARTICLE I

ORGANIZATION

Section 1 **Name**. The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board". The Jasper County Public Library will be hereinafter referred to as "the Library."

Section 2 **Organization**. The Library is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of I.C. 36-12.

Section 3 Geographical boundaries of the Library and taxed library district include all of Jasper County, Indiana, with the exception of Remington and Carpenter Township.

ARTICLE II

STATUTORY AUTHORITY

The Board shall govern and set policy for all of the affairs of the public library under the provisions of I.C. 36-12-3-3. It may make rules for the discharge of its responsibilities, and it may manage and insure all real property belonging to the public library.

ARTICLE III

PURPOSE AND DUTIES

Section 1 The Board shall govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.

Section 2 The Board shall employ a competent and qualified library Director to carry out its policies, under provisions of I.C. 36-12-2-24.

Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.

Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.

Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

ARTICLE IV

TRUSTEES

Section 1 **Appointments** . The application, appointment, term and removal of trustees shall be in accordance with provisions of I.C. 36-12-2-7 to 9 and I.C. 36-12-2-11 and I.C. 36-12-2-18 to 20.

Section 2 **Compensation**. According to the provisions of I.C. 36-12-2-21, members of the Board shall serve without compensation. A board member may not serve as a paid employee of the public library.

ARTICLE V

MEETINGS

Section 1 **Open Door Law**. Meetings of the Board are subject to Indiana's Open Door Law, I.C. 5-14-1.5. All meetings of the Board, except necessary executive sessions, shall be open to the public.

Section 2 **Meetings**. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 36-12-2-23.

Section 3 **Regular monthly meetings**. Meetings will be held in the second week of the month.

Ten meetings will be held at the Rensselaer Library, one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. Dates and places for the following year will be determined annually. A Board of Finance meeting will be held annually in January.

Section 4 **Special meetings**. Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time,
place and purpose of such meetings, according to provisions of I.C. 36-12-2-23. Public notice must also be given of such meetings, in accordance with provisions of I.C. 5-14-1.5-5.

Section 5 **Executive sessions**. Executive sessions may be called by the President or any two (2) Board members and must appear on the agenda of the meeting. Executive sessions may be held only in the following instances under provisions of I.C. 5-14-1.5-6 :

where authorized by federal or state statute

for discussion of strategy with respect to: collective bargaining; initiation of litigation or pending or threatened litigation; the implementation of security systems; the purchase or lease of real property

interview with industrial or commercial prospects or their agents

with respect to any employee's status or alleged misconduct for discussion of confidential records

to discuss job performance evaluation of individual employees

Section 6 **Quorum**. For all board meetings, four (4) members shall constitute a quorum.

Section 7 **Majority vote**. An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Section 8 **Conduct of meetings**. Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Section 9 **Recommended order of business**

Executive session (when necessary)
Approval of agenda format and of consent agenda items
General business
Director's Report
Items for future agendas
Public forum
Adjournment

Section 10 **Director.** The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

ARTICLE VI

OFFICERS OF THE BOARD

Section 1 The Board shall elect annually a President, Vice-President, Secretary and Treasurer, under provisions of I.C. 36-12-2-23. Terms of office shall begin on January 1. Officers shall be elected for no more than two (2) consecutive terms in the same office.

Section 2 **President.** The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned by the Board.

Section 3 **Vice-president.** The vice-president shall preside over meetings in the absence of the president and shall perform such duties assigned by the President.

Section 4 **Secretary.** The secretary shall oversee minute-taking and correspondence done by library staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call, under provisions of I.C. 5-14-1.5-4b.
The minutes shall be available within one week after the meeting and are open for public inspection and copying, according to provisions of I.C. 5-14-1.5-4c.

Section 5 **Treasurer.** The treasurer shall be responsible for insuring that adequate financial records are kept by library staff, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed.

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. At each November meeting, the board will appoint a board member to act as assistant treasurer for the following year.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with I.C. 36-12-2-22. Any other officer authorized by the Board to sign checks shall also give such bond.

Section 6 **Nominating Committee:** The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

Section 7 **Vacancies.** When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

ARTICLE VII

FINANCES

Section 1 **Finance powers.** The Board shall have such finance powers as are set forth in I.C. 36-12-3-10, shall establish funds to keep money and securities of the library, in accordance with I.C. 36-12-3-11, shall invest excess funds in accordance with I.C. 5-13-9.

Section 2 **Borrowing.** Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.

Section 3 **Special Board of Finance.** The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

ARTICLE VIII

COMMITTEES

Section 1 The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.

Section 2 Other committees shall be appointed at the discretion of the President.

ARTICLE IX

ROLE OF THE DIRECTOR

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

ARTICLE X

ETHICS/CONFLICT OF INTEREST FOR TRUSTEES

Trustees, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must promote a high level of service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

Trustees will not use the library for personal advantage or the personal advantage of friends or relatives.

It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

ARTICLE XI

NEPOTISM

Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, fathers-and mothers-in law, sons- and daughters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

ARTICLE XII

AMENDMENTS

Section 1	Amendments to these bylaws may be proposed at any meeting of the Board.
Section 2	Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95; revised 10/16; revised 9/19; reviewed 9/23

JASPER COUNTY PUBLIC LIBRARY
Indiana Public Library Annual Report 2022

1 - General Information

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Please provide the most current information available.

		CURRENT YEAR	*PREVIOUS YEAR*
01-001	Name of the person preparing this report	Patricia J. Stringfellow	*Patricia J. Stringfellow*
01-002	Preparer's phone number	(219) 866-5881	*(219) 866-5881*
01-003	Time zone in which the library's administrative entity is located	Central Time	*Central Time*
01-004	Library name	JASPER COUNTY PUBLIC LIBRARY	*JASPER COUNTY PUBLIC LIBRARY*
01-005	Library class	B	*B*
01-006	Library director	Patricia J. Stringfellow	*Patricia J. Stringfellow*
01-007	Street address	208 WEST SUSAN STREET	*208 WEST SUSAN STREET*
01-008	City	RENSSELAER	*RENSSELAER*
01-009	ZIP code	47978	*47978*

01-010 Is the mailing address the same as the address listed above?	Yes	*Yes*
01-011 Mailing address	208 WEST SUSAN STREET	*208 WEST SUSAN STREET*
01-012 Mailing city	RENSSELAER	*RENSSELAER*
01-013 Mailing ZIP code	47978	*47978*
01-014 Congressional district number	4	*4*
01-015 Phone	(219) 866-5881	*(219) 866-5881*
01-016 Fax	(219) 866-7378	*(219) 866-7378*
01-017 Does your library have an answering machine, voicemail or other similar technology?	Yes	*Yes*
01-018 Library URL	www.myjcpl.org	*www.myjcpl.org*
01-019 Public library email address or a means of electronic contact listed on the library's website	pstringfellow@myjcpl.org	*pstringfellow@myjcpl.org*

Building Questions

01-020 Year the current central library was built	1992	*1992*
01-021 Year of the most recent structural addition or alteration to the current central library	N/A	*N/A*
01-022 Square footage of the central library	17,000	*17,000*

01-023 Click here to complete the central library daily hours.

This link will take you to a table where you can record the typical hours that the central library is open.

Please enter the hours in the following format: XX:XX AM or XX:XX PM. Please enter the hours that the library is open during a typical week. These are the hours which will be made available online at https://www.in.gov/library/pldirectory.htm and updated as you notify us of changes.

01-023a If your central library has non-standard schedule that cannot be correctly entered into the above form, please provide those hours here. For example, if your library closes for an hour for lunch, or if you have a special winter schedule, report that here.	n/a	*n/a*
01-038 **Total number of hours the central library is open during a typical week**	60	*60*
01-039 **Total number of hours per week the central library is open after 5:00 PM**	12	*12*
01-040 **Total number of hours per week the central library is open on Saturday**	8	*8*
01-041 **Total number of hours per week the central library is open on Sunday**	0	*0*
01-042 Number of weeks per year the central library was open in 2022	52	*52*
01-043 Number of weeks the central library was closed due to COVID-19 in 2022	0	*0*
01-044 Number of weeks the central library had limited occupancy due to COVID-19 in 2022	0	*0*
01-045 **Total public service hours the central library was open in 2022**	3,120.0	*3,120.0*

Internet Access

01-046 Does the library provide internet access?	Yes	*Yes*
01-047 What type of internet access is available in the central library?	Fiber Optic	*Fiber Optic*
01-048 Select the nearest download speed of internet access in the central library.	500 Mbps - 1 Gbps	*1 Gb*

Branch Information

01-200 Total number of branches *(If this answer = 0, skip questions 01-200a through 01-237)*	2	*2*

Individual Branch Information

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

01-200a	Branch name	DEMOTTE BRANCH	*DEMOTTE BRANCH*
01-201a	Branch street address	901 BIRCH STREET SW	*901 BIRCH STREET SW*
01-202a	Branch city	DEMOTTE	*DEMOTTE*
01-203a	Branch county	JASPER	*JASPER*
01-204a	Branch ZIP	46310	*46310*
01-205a	Is the mailing address the same as the address listed above?	Yes	*Yes*
01-206a	Branch mailing address	N/A	*N/A*
01-207a	Phone	(219) 987-2221	*(219) 987-2221*
01-208a	Fax	(219) 987-2220	*(219) 987-2220*
01-209a	Year built	1992	*1992*
01-210a	Year of the most recent structural addition or alteration to branch building	N/A	*N/A*
01-211a	Square footage of branch	17,300	*17300*

01-212a	Number of weeks per year individual branch was open in 2022	52	*52*
01-213a	Number of weeks the individual branch closed due to COVID-19 in 2022	0	*0*
01-214a	Number of weeks the individual branch had limited occupancy due to COVID-19 in 2022	0	*0*
01-215a	Monday opening time	9:00 AM	*9:00 AM*
01-216a	Monday closing time	8:00 PM	*8:00 PM*
01-217a	Tuesday opening time	9:00 AM	*9:00 AM*
01-218a	Tuesday closing time	8:00 PM	*8:00 PM*
01-219a	Wednesday opening time	9:00 AM	*9:00 AM*
01-220a	Wednesday closing time	6:00 PM	*6:00 PM*
01-221a	Thursday opening time	9:00 AM	*9:00 AM*
01-222a	Thursday closing time	8:00 PM	*8:00 PM*
01-223a	Friday opening time	9:00 AM	*9:00 AM*
01-224a	Friday closing time	5:00 PM	*5:00 PM*

01-225a	Saturday opening time	9:00 AM	*9:00 AM*
01-226a	Saturday closing time	5:00 PM	*5:00 PM*
01-227a	Sunday opening time	CLOSED	*CLOSED*
01-228a	Sunday closing time	CLOSED	*CLOSED*
01-229a	Total open hours for the branch library during a typical week.	58	*58*
01-230a	Total public service hours the branch was open in 2022	3,016	*3,016*
01-231a	Does the branch library provide internet access?	Yes	*Yes*
01-232a	What type of internet access is available in the branch library?	Fiber Optic	*Fiber Optic*
01-233a	Select the nearest download speed of internet access in the branch library	500 Mbps - 1 Gbps	*100 Mb*
01-200a	Branch name	WHEATFIELD BRANCH	*WHEATFIELD BRANCH*
01-201a	Branch street address	350 SOUTH BIERMA STREET	*350 SOUTH BIERMA STREET*
01-202a	Branch city	WHEATFIELD	*WHEATFIELD*
01-203a	Branch county	JASPER	*JASPER*

01-204a	Branch ZIP	46392	*46392*
01-205a	Is the mailing address the same as the address listed above?	Yes	*Yes*
01-206a	Branch mailing address	N/A	*N/A*
01-207a	Phone	(219) 956-3774	*(219) 956-3774*
01-208a	Fax	(219) 956-4808	*(219) 956-4808*
01-209a	Year built	2005	*2005*
01-210a	Year of the most recent structural addition or alteration to branch building	N/A	*N/A*
01-211a	Square footage of branch	14,900	*14900*
01-212a	Number of weeks per year individual branch was open in 2022	52	*52*
01-213a	Number of weeks the individual branch closed due to COVID-19 in 2022	0	*0*
01-214a	Number of weeks the individual branch had limited occupancy due to COVID-19 in 2022	0	*0*
01-215a	Monday opening time	9:30 AM	*9:30 AM*
01-216a	Monday closing time	5:30 PM	*5:30 PM*

01-217a	Tuesday opening time	9:30 AM	*9:30 AM*
01-218a	Tuesday closing time	8:00 PM	*8:00 PM*
01-219a	Wednesday opening time	9:30 AM	*9:30 AM*
01-220a	Wednesday closing time	5:30 PM	*5:30 PM*
01-221a	Thursday opening time	9:30 AM	*9:30 AM*
01-222a	Thursday closing time	5:30 PM	*5:30 PM*
01-223a	Friday opening time	9:00 AM	*9:00 AM*
01-224a	Friday closing time	5:00 PM	*5:00 PM*
01-225a	Saturday opening time	9:00 AM	*9:00 AM*
01-226a	Saturday closing time	5:00 PM	*5:00 PM*
01-227a	Sunday opening time	N/A	*CLOSED*
01-228a	Sunday closing time	N/A	*CLOSED*
01-229a	Total open hours for the branch library during a typical week.	50.5	*50.5*
01-230a	Total public service hours the branch was open in 2022	2,626	*2,626*

01-231a Does the branch library provide internet access?	Yes	*Yes*
01-232a What type of internet access is available in the branch library?	Fiber Optic	*Fiber Optic*
01-233a Select the nearest download speed of internet access in the branch library	100 Mbps - 499.9 Mbps	*100 Mb*
01-237 Total annual public service hours of all branches	5,642.00	*5,642.00*

Bookmobile Information

01-300 Total number of bookmobiles *(If this answer = 0, skip questions 01-301a through 01-315)*	0	*0*

Individual Bookmobile Information

01-301a Bookmobile name		
01-302a Street address		
01-303a City		
01-304a County		
01-305a ZIP		
01-306a Is the bookmobile's mailing address the same as the address listed above?		

01-307a	Mailing address		
01-308a	Phone		
01-309a	Fax		
01-310a	Total number of hours the bookmobile is open during a typical week		
01-311a	Number of weeks per year the bookmobile is open		
01-312a	Number of weeks the bookmobile closed due to COVID-19 in 2022		
01-313a	Number of weeks the bookmobile had limited occupancy due to COVID-19 in 2022		
01-314a	Total public service hours the bookmobile was open in 2022		
01-315	Total annual public service hours of all bookmobiles	0.00	*0.00*
01-500	Total system public service hours per year	8,762.00	*8,762.00*

2 - Registrations

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

02-001	Total number of resident registered users	20,728	*21,207*

02-002 Total number of users from contracting areas	0	*0*
02-003 Total number of non-resident registered users	0	*0*
02-004 Total number of non-resident cards issued to student users	27	*26*
02-005 Total non-resident cards issued to school employees	0	*0*
02-006 Total number of non-resident cards issued to library employees	0	*0*
02-007 Total number of registered users	20,755	*21,207*
02-008 Total number of reciprocal users	763	*741*
02-009 Total number of PLAC users	0	*0*
02-010 Amount of non-resident fee	$75.15	*$75.15*
02-011 Date the library board adopted this fee	2/9/19	*2/9/19*
02-012 Does your library annually purge or mark inactive accounts for those patrons who have not used their accounts for the last three (3) years and do not owe materials, fines, or fees to the library?	Yes	*Yes*
02-013 As of the end of the reporting period, does the library charge overdue fines (not replacement costs) to any users when they fail to return physical print materials by the date due?	No	

3 - Libraries and Political Subdivisions

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

If your library district is located in more than one county or is a county contractual, please list information for both counties or library and contractual division.

See the instructions for a description of the political divisions.

2020 Census figures are used for all calculations

03-001 Name of primary county	JASPER	*JASPER*
03-002 Total assessed valuation for library district	$2,475,532,311	*$2,306,742,924*
03-003 Operating tax rate	.0625	*.0638*
03-004 Source year for data	2023	*2022*
03-005 Debt fund tax rate	0	*0*
03-006 LCPF tax rate	0	*0*
03-007 Did your library roll the LCPF into the operating tax rate?	Yes	*Yes*
03-008 Name of additional county	N/A	*N/A*
03-009 Total assessed valuation for additional county	N/A	*N/A*
03-010 Operating tax rate for additional county	N/A	*N/A*
03-011 Debt fund tax rate	N/A	*N/A*
03-012 LCPF tax rate	N/A	*N/A*
03-013 Total district population not including contracts (taxed units only)	30,993	*31,525*
03-014 Total district population including contracts (sum of taxed and contracting units)	30,993	*0*

03-015 Political subdivision name	Jasper County (excluding Carpenter Twp)	*Jasper County except Carpenter Township*
03-016 Type of political unit (taxed units 1, 2, 3, 4, 9, 11, 12 only)	2	*2*
03-017 Population 2020 census (taxed and served)	30,993	*31,525*
03-018 Type of political unit (contracting units 5, 6, 7, 8, 10 only)		*N/A*
03-019 Population 2020 census (served by contract)		*n/a*
03-020 Were there any changes to your library's service area? (Changes may include annexations, mergers, or changes to contracts.)	No	*No*
03-021 If the answer to 03-020 is YES, please explain	n/a	

4 - Operating Revenue

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Local Government Revenue

04-001 Property tax or CEDIT income from library tax rate	$1,502,049	*$1,430,899*
04-002 Miscellaneous income taxes or LIT (Local Income Tax)	$963,966	*$896,046*
04-003 Contractual revenue received for service	$0	*$0*
04-004 Total local government revenue	$2,466,015	*$2,326,945*

State Government Revenue

04-005	Financial Institutions Tax (FIT)	$6,027	*$5,333*
04-006	License Vehicle Excise Tax	$145,013	*$137,752*
04-007	Commercial Vehicle Excise Tax (CVET)	$17,475	*$16,905*
04-008	Broadband Connectivity Grant	$18,656	*$17,449*
04-009	Other state revenue	$0	*$0*
04-010	Source(s):	n/a	*n/a*
04-011	Total state revenue	$187,171	*$177,439*

Federal Government Revenue

04-012	LSTA grants	$0	*$2,000*
04-013	Other federal revenue (including CARES and ARPA funds)	$24,340	*$0*
04-014	Source(s):	Institute of Museum & Library Science	*n/a*
04-015	Total federal revenue	$24,340	*$2,000*

Other Revenue

04-016	PLAC reimbursement		*$0*
04-017	Fines and fees	$16,989	*$14,884*
04-018	Interest on investments	$29,181	*$2,561*
04-019	Gift receipts	$24,527	*$15,303*
04-020	Private and public foundation grants	$0	*$190*
04-021	Miscellaneous revenue	$3,281	*$1,237*

04-022	Source(s):	library sales $12; meeting room rentals $2950; refunds $312; recycling $7	*Library sales $39; meeting room rentals $300; refunds $898*
04-023	Total other revenue	$73,978	*$34,175*
04-024	Total operating revenue	$2,751,504	*$2,540,559*

5 - Operating Fund Expenditures

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Staff and Supplies

05-001	Salaries/wages of all library staff	$1,333,128	*$1,341,363*
05-002	Employee benefits	$363,176	*$366,393*
05-003	Other personal services	$0	*$0*
05-004	Total personal services	$1,696,304	*$1,707,756*
05-005	Total staff expenditures	$1,696,304	*$1,707,756*
05-006	Total supplies	$33,128	*$26,889*

Other Services and Charges

05-007	Professional services	$20,000	*$15,020*
05-008	Communication and transportation	$43,424	*$41,543*
05-009	Printing and advertising	$3,935	*$2,965*
05-010	Insurance	$29,104	*$28,976*
05-011	Utility services	$131,799	*$120,792*

05-012 Repairs and maintenance	$58,927	*$49,172*
05-013 Rentals	$322	*$307*
05-014 Debt service	$0	*$0*
05-015 Lease rental	$0	*$0*
05-016 Other	$116,138	*$120,209*
05-017 Total of other services and charges	$403,649	*$378,984*

Capital Outlays from Operating Fund Expenditures

05-018 Land	$0	*$0*
05-019 Buildings	$0	*$0*
05-020 Improvements other than buildings	$0	*$0*
05-021 Furniture and equipment	$18,314	*$3,370*
05-022 Capital outlays for public access computers, e-readers and electronic media devices. **DO NOT REPORT in Q05-021**	$0	*$0*

Library Materials - Operating Fund Expenditures

05-023 Books	$111,536	*$91,701*
05-024 Periodicals and newspapers	$15,350	*$16,319*
05-025 Audio/Visual materials, microforms, and other non-printed, physical materials	$43,490	*$36,580*
05-026 E-books, electronic collections, and database licensing/purchase/lease expenditures	$47,353	*$39,579*
05-027 Electronic physical format, including Playaways and e-book readers	$15,228	*$7,763*

Library Materials - Non-Operating Fund Expenditures

05-028	Books	$657	*$1,454*
05-029	Periodicals and newspapers	$139	*$0*
05-030	Audio/Visual materials, microforms, and other non-printed, physical materials	$0	*$391*
05-031	E-book and electronic database licensing/purchase/lease expenditures	$4,995	*$1,928*
05-032	Electronic physical format, including Playaways and e-book readers	$0	*$0*
05-033	Total expenditures for print materials	$127,682	*$109,474*
05-034	Total expenditures for electronic materials	$67,576	*$49,270*
05-035	Total expenditures for other materials	$43,490	*$36,971*
05-036	Total expenditures for collections	$238,748	*$195,715*
05-037	Total operating fund capital outlays	$203,918	*$155,733*
05-038	Total operating fund expenditure for collection development	$232,957	*$191,942*
05-039	Total non-operating fund expenditure for collection development	$5,791	*$3,773*
05-040	Public access computers, e-readers and electronic media devices from all non-operating funds	$0	*$0*
05-041	Total operating fund expenditures	$2,384,352	*$2,308,941*
05-042	Other operating expenditures	$455,091	*$409,243*
05-043	Total operating expenditures	$2,390,143	*$2,312,714*

05-044 Total capital fund expenditures	$413,935	*$0*

Non-Resident Fee Standard

05-045 Total collection expenditures	$238,748	*$195,715*
05-046 Total 2021 operating expenditures per capita	$73.24	*$70.66*
05-047 Difference between 2021 OE per capita and non- resident fee (subtract Q02-009 from Q05-046). If the output is a positive number, then your library's non-resident fee needs to be raised to match or exceed the operating expenditure per capita at the next scheduled board meeting.	$-1.91	*$-4.49*
05-047a Does your library's non-resident fee meet the standard? (Select YES if 05-047 is a negative number; Select NO if 05-047 is a positive number)	Yes	*Yes*
05-048 Total 2022 operating expenditures per capita. PLEASE MAKE SURE YOUR 2023 NON- RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT	76.93	*73.24*

Collection Development Standard

05-049 Collection development expenditure (from all funds) as a percentage of operating fund expenditure	10.0%	*8.4%*

6 - Capital Revenue

Grayed boxes are either prefilled, locked, or automatic calculations.

06-001 Local government capital revenue	$0	*$0*
06-002 State government capital revenue	$0	*$0*
06-003 Federal government capital revenue	$0	*$0*
06-004 Other capital revenue	$0	*$0*

06-005 Total capital revenue	$0	*$0*

7 - Employment Data

Questions relating to standards are in bolded blue font.

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not.

ALA-MLS Librarians

07-001 Total number of all librarians with an ALA-MLS	5.00	*6.00*
07-002 Total number of paid hours per week for all ALA-MLS librarians	195	*235*
07-003 FTE for all ALA-MLS librarians	4.88	*5.88*

All Librarians

07-004 Total number of all librarians, including ALA-MLS librarians	7.00	*6.00*
07-005 Total number of paid hours per week for all librarians, including ALA-MLS librarians	265	*235*
07-006 FTE for all librarians	6.63	*5.88*

All Other Staff

07-007 Total number of all other paid staff	55.00	*50.00*
07-008 Total number of paid hours per week for all other paid staff	1,230	*1,260*
07-009 FTE for all other paid staff	30.75	*31.50*
07-010 Total number of all paid staff	62.00	*56.00*
07-011 Total hours paid per week for all paid staff	1,495.00	*1,495.00*

07-012 FTE for all paid staff	37.38	*37.38*
07-013 Number of hours per week considered to be full-time employment in your library	32	*32*

8 - Library Service and Technology

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations.

Interlibrary Loans

08-001 Number of interlibrary loan items (including photocopies) your library has provided to other libraries	0	*0*
08-002 Evergreen transits to other libraries. Number will be supplied by the Indiana State Library	0	*0*
08-003 SRCS materials provided to other libraries. Number will be supplied by the Indiana State Library	1,323	*1,113*
08-004 Total number of loans provided to other libraries	1,323	*1,113*
08-005 Number of interlibrary loan items (including photocopies) your library has borrowed from other libraries	822	*783*
08-006 Evergreen transits received from other libraries. Number will be supplied by the Indiana State Library	0	*0*
08-007 SRCS materials received from other libraries. Number will be supplied by the Indiana State Library	1,710	*1,657*
08-008 Total number of loans received from other libraries	2,532	*2,440*
08-009 Net lending rate	0.52	*0.46*

Programs

A program is any planned event which introduces the attendees to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. They may also provide cultural, recreational, or educational information, often designed to meet a specific social need.

Live (Synchronous) In-Person, Onsite Program Sessions

08-010 Number of in-person, onsite children's programs for ages 0-5	143	*N/A*
08-011 Number of in-person, onsite children's programs for ages 6-11	88	*N/A*
08-012 Number of in-person, onsite young adult programs	59	*30*
08-013 Number of in-person, onsite adult programs	162	*92*
08-014 Number of in-person, onsite general interest (all ages) programs	86	*8*
08-015 Total number of live, in-person, onsite program sessions	538	*256*

Live (Synchronous) In-Person, Offsite Program Sessions

08-016 Number of in-person, offsite children's programs for ages 0-5	33	*N/A*
08-017 Number of in-person, offsite children's programs for ages 6-11	46	*N/A*
08-018 Number of in-person, offsite young adult programs	1	*0*
08-019 Number of in-person, offsite adult programs	54	*20*
08-020 Number of in-person, offsite general interest (all ages) programs	8	*0*

08-021 Total number of live, in-person, offsite program sessions	142	*58*

Live (Synchronous) Virtual Program Sessions

Live, virtual programs are conducted via a Web conferencing or Webinar platform such as Facebook, YouTube, or Zoom, during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.

08-022 Number of live, virtual children's programs for ages 0-5	0	*1*
08-023 Number of live, virtual children's programs for ages 6-11	0	*19*
08-024 Number of live, virtual young adult programs	0	*2*
08-025 Number of live, virtual adult programs	0	*15*
08-026 Number of live, virtual general interest (all ages) programs	0	*2*
08-027 Total number of live, virtual programs	0	*39*

Attendance - Live (Synchronous) In-Person, Onsite Program Sessions

08-028 Attendance at in-person, onsite children's programs for ages 0-5	1,703	*N/A*
08-029 Attendance at in-person, onsite children's programs for ages 6-11	2,400	*N/A*
08-030 Attendance at in-person, onsite young adult programs	602	*213*
08-031 Attendance at in-person, onsite adult programs	1,309	*649*
08-032 Attendance at in-person, onsite general interest (all ages) programs	1,686	*156*
08-033 Total attendance at live, in-person, onsite programs	7,700	*2,623*

Attendance - Live (Synchronous), In-Person, Offsite Program Sessions

08-034 Attendance at in-person, offsite children's programs for ages 0-5	1,008	*N/A*
08-035 Attendance at in-person, offsite children's programs for ages 6-11	5,399	*N/A*
08-036 Attendance at in-person, offsite young adult programs	235	*0*
08-037 Attendance at in-person, offsite adult programs	388	*94*
08-038 Attendance at in-person, offsite general interest (all ages) programs	655	*0*
08-039 Total attendance at live, in-person, offsite programs	7,685	*3,430*

Attendance - Live (Synchronous) Virtual Program Sessions

08-040 Attendance at live, virtual children's programs for ages 0-5 as counted by participant devices	0	*1*
08-040a Attendance at live, virtual children's programs for ages 0-5 as counted by participants (optional)	0	*7*
08-041 Attendance at live, virtual children's programs for ages 6-11 as counted by participant devices	0	*19*
08-041a Attendance at live, virtual children's programs for ages 6-11 as counted by participants (optional)	0	*814*
08-042 Attendance at live, virtual young adult programs as counted by participant devices	0	*2*

08-042a Attendance at live, virtual young adult programs as counted by participants (optional)	0	*6*
08-043 Attendance at live, virtual adult programs as counted by participant devices	0	*15*
08-043a Attendance at live, virtual adult synchronous programs as counted by participants (optional)	0	*39*
08-044 Attendance at live, virtual general (all ages) programs as counted by participant devices	0	*2*
08-044a Attendance at live, virtual general (all ages) programs as counted by participants (optional)	0	*7*
08-045 Total attendance at live, virtual programs as counted by participant devices	0	*39*
08-045a Total attendance at synchronous virtual programs as counted by participants (optional)	0	*873*

Additional Programming Totals by Type and Audience

08-046 Total number of live children's programs for ages 0-5 (in-person and synchronous virtual)	176	*87*
08-047 Total number of live children's programs for ages 6-11 (in-person and synchronous virtual)	134	*97*
08-048 Total number of live young adult programs (in-person and synchronous virtual)	60	*32*
08-049 Total number of all live programs (in-person and synchronous virtual)	680	*353*
08-050 Total attendance at in-person children's programs for ages 0-5	2,711	*0*

08-051 Total attendance at in-person children's programs for ages 6-11	7,799	*0*
08-052 Total attendance at in-person young adult in-person programs	837	*213*
08-053 Total attendance at all in-person programs	15,385	*6,053*
08-054 Total attendance at live children's programs for ages 0-5 (in-person and synchronous virtual)	2,711	*N/A*
08-055 Total attendance at live children's programs for ages 6-11 (in-person and synchronous virtual)	7,799	*N/A*
08-056 Total attendance at live young adult programs (in-person and synchronous virtual)	837	*215*
08-057 Total attendance at all live programs (includes in-person and synchronous virtual)	15,385	*3,496*

Federal: We were back to business in 2022. Previously programs were dialed back due to COVID 19.

Recorded (Asynchronous) Program Presentations

08-058 Total number of recorded (asynchronous) program presentations	0	*7*
08-059 Total view of recorded (asynchronous) program presentations	0	*463*

Children's Reading Program

08-060 How many weeks of a Children's Reading Program did your library offer at each fixed location?	6	*6*
08-061 Total number of non-library sponsored programs	1,319	*682*

08-062	Total attendance at non-library sponsored programs	N/A	*N/A*
08-063	Total number of annual visits to the library	130,416	*112,008*
08-063a	Library visits reporting method	ES - Annual Estimate Based on Typical Week(s)	*ES - Annual Estimate Based on Typical Week(s)*
08-064	**Total number of reference transactions in 2022**	27,843	*30,162*
08-064a	Reference transactions reporting method	ES - Annual Estimate Based on Typical Week(s)	*ES - Annual Estimate Based on Typical Week(s)*
08-065	Instructional reference services	189	*132*

Electronic Collections (includes Licensed Databases)

08-066	Number of state-licensed databases (INSPIRE databases)	79	*86*
08-067	Number of local and other licensed databases (not INSPIRE)	13	*11*
08-068	Name(s) of public use/commercial databases to which the library subscribes	MCLS: Ancestry Library, Heritage Quest; OTHER: ABC Mouse, AWE, Beanstack, Consumer Reports Online, FDO, Hoopla, Kanopy, Niche Academy, Opposing Viewpoints, Read the Books, World Book	*Response has been entered.*
08-069	Total electronic collections/databases	92	*97*

Public Computers

08-070 Number of uses (sessions) of public internet computers in 2022	9,777	*8,852*
08-070a Reporting method for number of uses of public internet computers	CT - Annual Count	*CT - Annual Count*
08-071 Number of wireless internet uses per year	36,282	*21,453*
08-071a Reporting method for wireless sessions	CT - Annual Count	*CT - Annual Count*
08-072 Number of public internet computers system-wide	39	*40*
08-073 Number of staff computers	49	*49*
08-074 Number of website visits	N/A	*N/A*

Library System Automation

08-075 Does your library have an automated bookkeeping system?	Yes	*Yes*
08-076 Name of bookkeeping system	AVC	*AVC*
08-077 Brand and version of Integrated Library System	TLC (The Library Corporation)	*TLC (The Library Corporation)*

9 - Circulation and Holdings

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

09-001 Circulation of physical items	214,166	*192,642*
09-002 Use of electronic materials *(e.g., e-books circulated or electronic materials downloaded annually)*	39,786	*31,619*

09-003 Successful retrieval of electronic information *(e.g., electronic material usage or views not meeting the definition of circulation and not otherwise reported in 09-002)*	27,863	*49,417*
09-004 Total electronic content use	67,649	*81,036*
09-005 Circulation of all children's materials	89,084	*72,934*
09-006 Circulation of other physical items	2,605	*1,964*
09-007 Total circulation of all materials	253,952	*224,261*
09-008 Total collection use	281,815	*273,678*
09-009 Total in-house usage of materials	6,427	*5,334*

Selected Holdings

09-010 Books (print)	171,303	*169,050*
09-011 Does the library belong to an e-book consortium?	Yes	*Yes*
09-012 Name of e-book consortium	Overdrive: Indiana Digital Library	*Indiana Digital Library*
09-013 E-books (LOCAL HOLDINGS)	1,980	*1,835*
09-014 E-books (CONSORTIUM HOLDINGS)	481,780	*58,899*
09-015 E-books (TOTAL)	483,760	*60,734*

Federal: The consortium changed from IDDC to IDL and this increased the collection significantly.

09-016 Video materials - physical units	24,416	*23,594*
09-017 Video materials - downloadable units (LOCAL HOLDINGS)	0	*15*

09-018 Video materials - downloadable units (CONSORTIUM HOLDINGS)	0	*1,075*
09-019 Video materials - downloadable units (TOTAL)	0	*1,090*

Federal: Overdrive is not offering video access via Libby and has phased out video in Overdrive as well.

09-020 Audio materials - physical units	15,066	*14,664*
09-021 Audio materials - downloadable units (LOCAL HOLDINGS)	766	*569*
09-022 Audio materials - downloadable units (CONSORTIUM HOLDINGS)	180,487	*14,949*
09-023 Audio materials - downloadable units (TOTAL)	181,253	*15,518*

Federal: The consortium changed from IDDC to IDL and this increased the collection significantly.

09-024 Current print serial subscriptions	339	*344*
09-025 Current electronic serials subscriptions	4,427	*3,922*
09-026 Does your library circulate hotspots?	Yes	*Yes*
09-027 Other circulating physical items	14,782	*16,394*

09-028 Total physical items in collection (09-010 + 09-016 + 09-020 + 09-027)

225,567 *223,702*

10 - Library Board

Enter the most current information available for all members. If the position is vacant, please enter VACANT as the last name. Contact LDO with updates throughout the year.

10-0001	Position: President	President	*President*
10-0002	First name	Julie	*Julie*

10-0003	Middle initial/name		
10-0004	Last name	Davidson	*Davidson*
10-0005	Home address	[redacted]	[redacted]
10-0006	City	[redacted]	[redacted]
10-0007	ZIP code	[redacted]	[redacted]
10-0008	Email address	n/a	*n/a*
10-0009	Appointing authority	Pres. KV & W. Central School Boards	*Pres. KV & W. Central School Boards*
10-0010	Date term expires	8/2/23	*8/2/23*
10-0011	Number of consecutive terms	1	*1*
10-0012	Date of initial appointment	8/2/19	*8/2/19*
10-0101	Position: Vice President	Vice President	*Vice President*
10-0102	First name	Kevin	*Kevin*
10-0103	Middle initial/name		
10-0104	Last name	Kaluf	*Kaluf*

10-0105	Home address	[redacted]	[redacted]
10-0106	City	[redacted]	[redacted]
10-0107	ZIP code	[redacted]	[redacted]
10-0108	Email address	n/a	*n/a*
10-0109	Appointing authority	County Council	*County Council*
10-0110	Date term expires	6/30/24	*6/30/24*
10-0111	Number of consecutive terms	2	*2*
10-0112	Date of initial appointment	7/1/16	*7/1/16*
10-0201	Position: Secretary	Secretary	*Secretary*
10-0202	First name	Janet	*Janet*
10-0203	Middle initial/name		
10-0204	Last name	Umlauf	*Umlauf*
10-0205	Home address	[redacted]	[redacted]
10-0206	City	[redacted]	[redacted]

10-0207	ZIP code	[redacted]	[redacted]
10-0208	Email address	n/a	*n/a*
10-0209	Appointing authority	County Commissioners	*County Commissioners*
10-0210	Date term expires	12/31/23	*12/31/23*
10-0211	Number of consecutive terms	4	*4*
10-0212	Date of initial appointment	1/1/10	*1/1/10*
10-0301	Position: Treasurer (Boards may have either a treasurer or treasurer/employee, but not both)	Treasurer	*Treasurer*
10-0302	First name	Janelle	*Janelle*
10-0303	Middle initial/name		
10-0304	Last name	Harper	*Harper*
10-0305	Home address	[redacted]	[redacted]
10-0306	City	[redacted]	[redacted]
10-0307	ZIP code	[redacted]	[redacted]

10-0308	Email address	n/a	*n/a*
10-0309	Appointing authority	County Commissioners	*County Commissioners*
10-0310	Date term expires	12/31/26	*12/31/22*
10-0311	Number of consecutive terms	4	*3*
10-0312	Date of initial appointment	1/1/11	*1/1/11*
10-0401	Position: Treasurer / Employee (Boards may have either a treasurer or treasurer/employee, but not both)	Treasurer / Employee	*Treasurer / Employee*
10-0402	First name	n/a	*n/a*
10-0403	Middle initial/name	n/a	*n/a*
10-0404	Last name	n/a	*n/a*
10-0405	Home address	n/a	*n/a*
10-0406	City	n/a	*n/a*
10-0407	ZIP code	n/a	*n/a*
10-0408	Email address	n/a	*n/a*

10-0409	Appointing authority		
10-0410	Date term expires		
10-0411	Number of consecutive terms		
10-0412	Date of initial appointment		
10-0501	Position: Member	Member	*Member*
10-0502	First name	Mark	*Mark*
10-0503	Middle initial/name		
10-0504	Last name	Heinig	*Heinig*
10-0505	Home address	[redacted]	[redacted]
10-0506	City	[redacted]	[redacted]
10-0507	ZIP code	[redacted]	[redacted]
10-0508	Email address	n/a	*n/a*
10-0509	Appointing authority	Rensselaer Central School Board	*Rensselaer Central School Board*

10-0510	Date term expires	5/9/26	*5/9/22*
10-0511	Number of consecutive terms	3	*2*
10-0512	Date of initial appointment	5/20/14	*5/20/14*
10-0601	Position: Member	Member	*Member*
10-0602	First name	Kristie	*Kristie*
10-0603	Middle initial/name		
10-0604	Last name	Housman	*Housman*
10-0605	Home address	[redacted]	[redacted]
10-0606	City	[redacted]	[redacted]
10-0607	ZIP code	[redacted]	[redacted]
10-0608	Email address	n/a	*n/a*
10-0609	Appointing authority	Rensselaer Central School Board	*Rensselaer Central School Board*
10-0610	Date term expires	5/11/25	*5/11/25*
10-0611	Number of consecutive terms	2	*2*

10-0612	Date of initial appointment	6/20/17	*6/20/17*
10-0701	Position: Member	Member	*Member*
10-0702	First name	Janett	*Janett*
10-0703	Middle initial/name		
10-0704	Last name	Kingman	*Kingman*
10-0705	Home address	[redacted]	[redacted]
10-0706	City	[redacted]	[redacted]
10-0707	ZIP code	[redacted]	[redacted]
10-0708	Email address	n/a	*n/a*
10-0709	Appointing authority	County Council	*County Council*
10-0710	Date term expires	12/31/25	*12/31/25*
10-0711	Number of consecutive terms	1	*1*
10-0712	Date of initial appointment	1/1/22	*1/1/22*
10-0801	Position: Member	Member	*Member*

10-0802	First name	n/a	*n/a*
10-0803	Middle initial/name	n/a	*n/a*
10-0804	Last name	n/a	*n/a*
10-0805	Home address	n/a	*n/a*
10-0806	City	n/a	*n/a*
10-0807	ZIP code	n/a	*n/a*
10-0808	Email address	n/a	*n/a*
10-0809	Appointing authority	n/a	*n/a*
10-0810	Date term expires	N/A	*N/A*
10-0811	Number of consecutive terms	n/a	*n/a*
10-0812	Date of initial appointment	N/A	*N/A*
10-0901	Position: Member	Member	*Member*
10-0902	First name	n/a	*n/a*
10-0903	Middle initial/name	n/a	*n/a*

10-0904	Last name	n/a	*n/a*
10-0905	Home address	n/a	*n/a*
10-0906	City	n/a	*n/a*
10-0907	ZIP code	n/a	*n/a*
10-0908	Email address	n/a	*n/a*
10-0909	Appointing authority	n/a	*n/a*
10-0910	Date term expires	N/A	*N/A*
10-0911	Number of consecutive terms	n/a	*n/a*
10-0912	Date of initial appointment	N/A	*N/A*
10-1001	Position: Member	Member	*Member*
10-1002	First name	n/a	*n/a*
10-1003	Middle initial/name	n/a	*n/a*
10-1004	Last name	n/a	*n/a*
10-1005	Home address	n/a	*n/a*

10-1006	City	n/a	*n/a*
10-1007	ZIP code	n/a	*n/a*
10-1008	Email address	n/a	*n/a*
10-1009	Appointing authority	n/a	*n/a*
10-1010	Date term expires	N/A	*N/A*
10-1011	Number of consecutive terms	n/a	*n/a*
10-1012	Date of initial appointment	N/A	*N/A*
10-1101	Position: Member	Member	*Member*
10-1102	First name	n/a	*n/a*
10-1103	Middle initial/name	n/a	*n/a*
10-1104	Last name	n/a	*n/a*
10-1105	Home address	n/a	*n/a*
10-1106	City	n/a	*n/a*
10-1107	ZIP code	n/a	*n/a*

10-1108	Email address	n/a	*n/a*
10-1109	Appointing authority	n/a	*n/a*
10-1110	Date term expires	N/A	*N/A*
10-1111	Number of consecutive terms	n/a	*n/a*
10-1112	Date of initial appointment	N/A	*N/A*
10-1201	Position: Member	Member	*Member*
10-1202	First name	n/a	*n/a*
10-1203	Middle initial/name	n/a	*n/a*
10-1204	Last name	n/a	*n/a*
10-1205	Home address	n/a	*n/a*
10-1206	City	n/a	*n/a*
10-1207	ZIP code	n/a	*n/a*
10-1208	Email address	n/a	*n/a*
10-1209	Appointing authority	n/a	*n/a*

10-1210	Date term expires	N/A	*N/A*
10-1211	Number of consecutive terms	n/a	*n/a*
10-1212	Date of initial appointment	N/A	*N/A*
10-0991	What day of the month is the regular library board meeting?	2nd Monday	*2nd Monday*
10-0992	What is the time of the regular library board meeting?	6pm	*6pm*

11 - Salary Section

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

11-001	Annual salary of the director	$87,776	*$83,595*
11-002	Does the library director have an employment contract?	No	*No*
11-003	What is the current level of certification held by the library director?	LC 1	*LC 1*
11-004	Job Title - Assistant or Associate Director	Assistant Director	*Assistant Director*
11-005	Certification level		
11-006	Minimum hourly wage	N/A	*N/A*
11-007	Maximum hourly wage	N/A	*N/A*

11-008 Job Title - Department Head, Manager or Supervisor	Department Head	*Department Head*
11-009 Certification level		
11-010 Minimum hourly wage	N/A	*N/A*
11-011 Maximum hourly wage	N/A	*N/A*
11-012 Job Title - Branch Head	Branch Head	*Branch Head*
11-013 Certification level	LC 3	*LC 3*
11-014 Minimum hourly wage	$20.50	*$20.00*
11-015 Maximum hourly wage	N/A	*N/A*
11-016 Job Title - Administrative Assistant	Administrative Assistant	*Administrative Assistant*
11-017 Certification level		
11-018 Minimum hourly wage	N/A	*N/A*
11-019 Maximum hourly wage	N/A	*N/A*
11-020 Job Title - Automation, Network or System Manager	Automation / Network / System Manager	*Automation / Network / System Manager*
11-021 Certification level		
11-022 Minimum hourly wage	$20.50	*$20.00*
11-023 Maximum hourly wage	N/A	*N/A*

11-024 Job Title - Business Manager	Business Manager	*Business Manager*
11-025 Certification level		
11-026 Minimum hourly wage	$17.30	*$16.88*
11-027 Maximum hourly wage	N/A	*N/A*
11-028 Job Title - Cataloging or Technical Services Librarian	Cataloging or Technical	*Cataloging or Technical*
11-029 Certification level	LC 3	*LC 3*
11-030 Minimum hourly wage	$20.50	*$20.00*
11-031 Maximum hourly wage	N/A	*N/A*
11-032 Job Title - Children's Librarian	Children's Librarian	*Children's Librarian*
11-033 Certification level	LC 4	*LC 4*
11-034 Minimum hourly wage	$17.67	*$17.24*
11-035 Maximum hourly wage	N/A	*N/A*
11-036 Job Title - General Reference or Adult Librarian	General Reference or Adult Librarian	*General Reference or Adult Librarian*
11-037 Certification level	LC 6	*LC 6*
11-038 Minimum hourly wage	$16.66	*$16.25*
11-039 Maximum hourly wage	N/A	*N/A*

11-040 Job Title - Young Adult Librarian	Young Adult Librarian	*Young Adult Librarian*
11-041 Certification level		
11-042 Minimum hourly wage	N/A	*N/A*
11-043 Maximum hourly wage	N/A	*N/A*
11-044 Job Title - Indiana History, Local History, or Genealogy Librarian	Indiana History, Local History, or Genealogy Librarian	*Indiana History, Local History, or Genealogy Librarian*
11-045 Certification level	LC 6	*LC 6*
11-046 Minimum hourly wage	$16.66	*$16.25*
11-047 Maximum hourly wage	N/A	*N/A*
11-048 Job Title - Specialist (Professional)	Specialist (Professional)	*Specialist (Professional)*
11-049 Certification level	LC 6	*LC 6*
11-050 Minimum hourly wage	$13.50	*$13.17*
11-051 Maximum hourly wage	N/A	*N/A*
11-052 Job Title - Library Assistant	Library Assistant	*Library Assistant*
11-053 Certification level		
11-054 Minimum hourly wage	$11.12	*$10.85*
11-055 Maximum hourly wage	N/A	*N/A*

11-056	Job Title - Bookkeeper or Treasurer	Bookkeeper or Treasurer	*Bookkeeper or Treasurer*
11-057	Certification level		
11-058	Minimum hourly wage	N/A	*N/A*
11-059	Maximum hourly wage	N/A	*N/A*
11-060	Job Title - Library Technician (including computer)	Library Technician	*Library Technician*
11-061	Certification level		
11-062	Minimum hourly wage	N/A	*N/A*
11-063	Maximum hourly wage	N/A	*N/A*
11-064	Job Title - Clerk, Clerical or Aide	Clerical or Aide	*Clerical or Aide*
11-065	Certification level		
11-066	Minimum hourly wage	$10.48	*$10.22*
11-067	Maximum hourly wage	N/A	*N/A*
11-068	Job Title - Maintenance, Custodian, Janitor, or Housekeeper	Maintenance, Custodian	*Maintenance, Custodian*
11-069	Certification level		
11-070	Minimum hourly wage	$12.36	*$12.06*
11-071	Maximum hourly wage	N/A	*N/A*

11-072	Job Title - Page, Intern or Student Assistant	Page, Intern or Student Assistant	*Page, Intern or Student Assistant*
11-073	Certification level		
11-074	Minimum hourly wage	$7.25	*$7.25*
11-075	Maximum hourly wage	N/A	*N/A*
11-076	Job Title - Temporary Substitute	Temporary Substitute	*Temporary Substitute*
11-077	Certification level		
11-078	Minimum hourly wage	N/A	*N/A*
11-079	Maximum hourly wage	N/A	*N/A*
11-080	Job Title - Interlibrary Loan	Interlibrary Loan	*Interlibrary Loan*
11-081	Certification level		
11-082	Minimum hourly wage	$13.50	*$13.17*
11-107	Maximum hourly wage	N/A	*N/A*
11-084	Job Title - Human Resources	Human Resources	*Human Resources*
11-085	Certification level		
11-086	Minimum hourly wage	$16.66	*$16.25*
11-087	Maximum hourly wage	N/A	*N/A*

11-088	Job Title - Marketing	Marketing	*Marketing*
11-089	Certification level		
11-090	Minimum hourly wage	N/A	*N/A*
11-091	Maximum hourly wage	N/A	*N/A*
11-092	Job Title - Circulation Librarian	Circulation Librarian	*Circulation Librarian*
11-093	Certification level		
11-094	Minimum hourly wage	N/A	*N/A*
11-095	Maximum hourly wage	N/A	*N/A*
11-096	Job Title - Other		
11-097	Specify other job title	n/a	*n/a*
11-098	Certification level		
11-099	Minimum hourly wage	N/A	*N/A*
11-100	Maximum hourly wage	N/A	*N/A*
11-101	Job Title - Other		
11-102	Specify other job title	n/a	*n/a*
11-103	Certification level		
11-104	Minimum hourly wage	N/A	*N/A*
11-105	Maximum hourly wage	N/A	*N/A*

11-106	Job Title - Other		
11-107	Specify other job title	n/a	*n/a*
11-108	Certification level		
11-109	Minimum hourly wage	n/a	*n/a*
11-110	Maximum hourly wage	n/a	*n/a*
11-111	Job Title - Other		
11-112	Specify other job title	n/a	*n/a*
11-113	Certification level		
11-114	Minimum hourly wage	n/a	*n/a*
11-115	Maximum hourly wage	n/a	*n/a*

Employee Fringe Benefit Information - Full-time Employees

11-501	PERF	Yes	*Yes*
11-502	Deferred compensation	Yes	*Yes*
11-503	Health insurance	Yes	*Yes*
11-504	Health Savings Account (HSA)	No	*No*
11-505	Dental insurance	Yes	*Yes*
11-506	Life insurance	Yes	*Yes*
11-507	Vision insurance	Yes	*Yes*
11-508	Disability insurance	No	*No*

11-509 Paid time off for continuing education	Yes	*Yes*
11-510 Reimbursement for continuing education	No	*No*
11-511 Other1 (specify)	n/a	*n/a*
11-512 Other2 (specify)	n/a	*n/a*

Employee Fringe Benefit Information - Part-time Employees

11-513 PERF	Yes	*Yes*
11-514 Deferred compensation	Yes	*Yes*
11-515 Health insurance	Yes	*Yes*
11-516 Health Savings Account (HSA)	No	*No*
11-517 Dental insurance	Yes	*Yes*
11-518 Life insurance	Yes	*Yes*
11-519 Vision insurance	Yes	*Yes*
11-520 Disability insurance	No	*No*
11-521 Paid time off for continuing education	No	*No*
11-522 Reimbursement for continuing education	No	*No*
11-523 Other1 (specify)	n/a	*n/a*
11-524 Other2 (specify)	n/a	*n/a*

Paid Time Off Per Year - Full-time Librarian

11-525 Number of vacation days	18	*18*

11-526	Number of sick days	12	*12*
11-527	Number of personal days	0	*0*
11-528	Number of holidays	9	*9*
11-529	Number of funeral/bereavement days	1-3	*1-3*
11-530	Number of other days (specify) OR all-purpose PTO	n/a	*n/a*

Paid Time Off Per Year - Part-Time Librarian

11-531	Number of vacation days	prorated	*prorated*
11-532	Number of sick days	prorated	*prorated*
11-533	Number of personal days	prorated	*prorated*
11-534	Number of holidays	prorated	*prorated*
11-535	Number of funeral/bereavement days	1-3	*1-3*
11-536	Number of other days	n/a	*n/a*

Paid Time Off Per Year - Full-Time Support Staff

11-537	Number of vacation days	12	*12*
11-538	Number of sick days	12	*12*
11-539	Number of personal days	0	*0*
11-540	Number of holidays	9	*9*
11-541	Number of funeral/bereavement days	1-3	*1-3*
11-542	Number of other days	n/a	*n/a*

Paid Time Off Per Year - Part-Time Support Staff

11-543	Number of vacation days	prorated	*prorated*
11-544	Number of sick days	prorated	*prorated*
11-545	Number of personal days	0	*0*
11-546	Number of holidays	prorated	*prorated*
11-547	Number of funeral/bereavement days	1-3	*1-3*
11-548	Number of other days	n/a	*n/a*

12 - PLAC Loans

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Report the number of PLAC loans your library made to a home patron of the following libraries.

DO NOT report any loans made to your own library. You may SKIP any libraries with no loans; you do not need to enter "0" if no loans were made.

12-001	Did your library make any PLAC loans?	N	*N*
12-002	Adams Public Library System		
12-003	Akron Carnegie Public Library		
12-004	Alexandria-Monroe Public Library		
12-005	Alexandrian Public Library		
12-006	Allen County Public Library		
12-007	Anderson Public Library		
12-008	Andrews-Dallas Township Public Library		

12-009	Argos Public Library
12-010	Attica Public Library
12-011	Aurora Public Library District
12-012	Avon-Washington Township Public Library
12-013	Bartholomew County Public Library
12-014	Barton Rees Pogue Memorial Public Library
12-015	Batesville Memorial Public Library
12-016	Bedford Public Library
12-017	Bell Memorial Public Library
12-018	Benton County Public Library
12-019	Berne Public Library
12-020	Bicknell-Vigo Township Public Library
12-021	Bloomfield-Eastern Greene County Public Library
12-022	Boonville-Warrick County Public Library
12-023	Boswell-Grant Township Public Library
12-024	Bourbon Public Library
12-025	Brazil Public Library

12-026 Bremen Public Library

12-027 Bristol-Washington Township Public Library

12-028 Brook-Iroquois-Washington Township Public Library

12-029 Brookston-Prairie Township Public Library

12-030 Brown County Public Library

12-031 Brownsburg Public Library

12-032 Brownstown Public Library

12-033 Butler Public Library

12-034 Cambridge City Public Library

12-035 Camden-Jackson Township Public Library

12-036 Carmel Clay Public Library

12-037 Carnegie Public Library Of Steuben County

12-038 Centerville-Center Township Public Library

12-039 Charlestown Clark County Public Library

12-040 Churubusco Public Library

12-041 Clayton-Liberty Township Public Library

12-042 Clinton Public Library

12-043	Coatesville-Clay Township Public Library
12-044	Colfax-Perry Township Public Library
12-045	Converse-Jackson Township Public Library
12-046	Covington-Veedersburg Public Library
12-047	Crawford County Public Library
12-048	Crawfordsville District Public Library
12-049	Crown Point Community Public Library
12-050	Culver-Union Township Public Library
12-051	Danville-Center Township Public Library
12-052	Darlington Public Library
12-053	Delphi Public Library
12-054	Dublin Public Library
12-055	Dunkirk Public Library
12-056	Earl Park Public Library
12-057	East Chicago Public Library
12-058	Eckhart Public Library
12-059	Edinburgh Wright-Hageman Public Library

12-060	Elkhart Public Library
12-061	Evansville-Vanderburgh Public Library
12-062	Fairmount Public Library
12-063	Farmland Public Library
12-064	Fayette County Public Library
12-065	Flora-Monroe Township Public Library
12-066	Fort Branch-Johnson Township Public Library
12-067	Fortville-Vernon Township Public Library
12-068	Francesville-Salem Township Public Library
12-069	Frankfort Community-Clinton County Contractual Public Library
12-070	Franklin County Public Library District
12-071	Fremont Public Library
12-072	Fulton County Public Library
12-073	Garrett Public Library
12-074	Gary Public Library
12-075	Gas City-Mill Township Public Library

12-076 Goodland & Grant Township Public Library

12-077 Goshen Public Library

12-078 Greensburg-Decatur County Contractual Public Library

12-079 Greentown & Eastern Howard School Public Library

12-080 Greenwood Public Library

12-081 Hagerstown-Jefferson Township Public Library

12-082 Hamilton East Public Library

12-083 Hamilton North Public Library

12-084 Hammond Public Library

12-085 Hancock County Public Library

12-086 Harrison County Public Library

12-087 Hartford City Public Library

12-088 Henry Henley Public Library IN0165

12-089 Huntingburg Public Library

12-090 Huntington City-Township Public Library

12-091 Hussey-Mayfield Memorial Public Library

12-092 Indianapolis-Marion County Public Library

12-093 Jackson County Public Library

12-094 Jasonville Public Library

12-095 Jasper County Public Library

12-096 Jasper-Dubois County Contractual Public Library

12-097 Jay County Public Library

12-098 Jefferson County Public Library

12-099 Jeffersonville Township Public Library

12-100 Jennings County Public Library

12-101 Johnson County Public Library

12-102 Jonesboro Public Library

12-103 Joyce Public Library

12-104 Kendallville Public Library

12-105 Kentland-Jefferson Township Public Library

12-106 Kewanna-Union Township Public Library

12-107 Kingman-Millcreek Public Library

12-108 Kirklin Public Library

12-109 Knightstown Public Library

12-110 Knox County Public Library

12-111	Kokomo-Howard County Public Library
12-112	La Crosse Public Library
12-113	La Grange County Public Library
12-114	La Porte County Public Library
12-115	Ladoga-Clark Township Public Library
12-116	Lake County Public Library
12-117	Lawrenceburg Public Library
12-118	Lebanon Public Library
12-119	Ligonier Public Library
12-120	Lincoln Heritage Public Library
12-121	Linden Carnegie Public Library
12-122	Linton Public Library
12-123	Logansport-Cass County Public Library
12-124	Loogootee Public Library
12-125	Lowell Public Library
12-126	Marion Public Library
12-127	Matthews Public Library
12-128	Melton Public Library

12-129 Michigan City Public Library

12-130 Middlebury Community Public Library

12-131 Middletown Fall Creek Township Public Library

12-132 Milford Public Library

12-133 Mishawaka-Penn-Harris Public Library

12-134 Mitchell Community Public Library

12-135 Monon Town & Township Public Library

12-136 Monroe County Public Library

12-137 Monterey-Tippecanoe Township Public Library

12-138 Montezuma Public Library

12-139 Monticello-Union Township Public Library

12-140 Montpelier-Harrison Township Public Library

12-141 Mooresville Public Library

12-142 Morgan County Public Library

12-143 Morrisson Reeves Library

12-144 Muncie-Center Township Public Library

12-145 Nappanee Public Library

12-146	New Albany-Floyd County Public Library
12-147	New Carlisle & Olive Township Public Library
12-148	New Castle-Henry County Public Library
12-149	New Harmony Workingmen's Institute
12-150	Newburgh Chandler Public Library
12-151	Newton County Public Library
12-152	Noble County Public Library
12-153	North Judson-Wayne Township Public Library
12-154	North Madison County Public Library System
12-155	North Manchester Public Library
12-156	North Webster Community Public Library
12-157	Oakland City-Columbia Township Public Library
12-158	Odon Winkelpleck Public Library
12-159	Ohio County Public Library
12-160	Orleans Town & Township Public Library
12-161	Osgood Public Library
12-162	Otterbein Public Library

12-163	Owen County Public Library
12-164	Owensville Carnegie Public Library
12-165	Oxford Public Library
12-166	Paoli Public Library
12-167	Parke County Public Library
12-168	Peabody Public Library
12-169	Pendleton Community Public Library
12-170	Penn Township Public Library
12-171	Perry County Public Library
12-172	Peru Public Library
12-173	Pierceton & Washington Township Public Library
12-174	Pike County Public Library
12-175	Plainfield-Guilford Township Public Library
12-176	Plymouth Public Library
12-177	Porter County Public Library System
12-178	Poseyville Carnegie Public Library
12-179	Princeton Public Library
12-180	Pulaski County Public Library
12-181	Putnam County Public Library

12-182 Remington-Carpenter Township Public Library

12-183 Ridgeville Public Library

12-184 Roachdale-Franklin Township Public Library

12-185 Roann Paw-Paw Township Public Library

12-186 Roanoke Public Library

12-187 Royal Center-Boone Township Public Library

12-188 Rushville Public Library

12-189 Salem-Washington Township Public Library

12-190 Scott County Public Library

12-191 Shelby County Public Library

12-192 Sheridan Public Library

12-193 Shoals Public Library

12-194 South Whitley-Cleveland Township Public Library

12-195 Speedway Public Library

12-196 Spencer County Public Library

12-197 Spiceland Town-Township Public Library

12-198 St. Joseph County Public Library

12-199 Starke County Public Library System

12-200 Sullivan County Public Library

12-201 Swayzee Public Library

12-202 Switzerland County Public Library

12-203 Syracuse-Turkey Creek Township Public Library

12-204 Thorntown Public Library

12-205 Tippecanoe County Public Library

12-206 Tipton County Public Library

12-207 Tyson Library Association, Inc

12-208 Union City Public Library

12-209 Union County Public Library

12-210 Van Buren Public Library

12-211 Vermillion County Public Library

12-212 Vigo County Public Library

12-213 Wabash Carnegie Public Library

12-214 Wakarusa-Olive & Harrison Township Public Library

12-215 Walkerton-Lincoln Township Public Library

12-216 Walton & Tipton Township Public Library

12-217	Wanatah Public Library
12-218	Warren Public Library
12-219	Warsaw Community Public Library
12-220	Washington Carnegie Public Library
12-221	Washington Township Public Library
12-222	Waterloo-Grant Township Public Library
12-223	Waveland-Brown Township Public Library
12-224	Wells County Public Library
12-225	West Lafayette Public Library
12-226	West Lebanon-Pike Township Public Library
12-227	Westchester Public Library
12-228	Westfield-Washington Public Library
12-229	Westville-New Durham Township Public Library
12-230	Whiting Public Library
12-231	Willard Library of Evansville
12-232	Williamsport-Washington Township Public Library
12-233	Winchester Community Public Library

12-234 Wolcott Community Public Library		
12-235 Worthington Jefferson Township Public Library		
12-236 York Township Public Library		
12-237 Yorktown Public Library		
12-238 **TOTAL PLAC Loans**	0	*0*

13 - Compliance with Standards for Public Libraries

The following questions refer to the library's compliance with the Indiana Public Library Standards (560 IAC 6).

Standards which can be verified by data or information elsewhere in the report do not appear in this section.

Please answer either "Yes", "No", or "N/A" if applicable.

13-001 **Does your library comply with Public Library Law under IC 36-12?**	Yes	*Yes*
13-002 **If the answer to 13-001 is NO, explain:**	n/a	*Response has been entered.*
13-003 **Does your library comply with other Indiana laws that affect municipal corporations?**	Yes	*Yes*
13-004 **If the answer to 13-003 is NO, explain:**	n/a	*Response has been entered.*
13-005 **Does your library comply with all federal laws affecting employment practice?**	**Yes**	***Yes***
13-006 If the answer to 13-005 is NO, explain:	**n/a**	***Response has been entered.***
13-007 Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?	**Yes**	***Yes***

13-008 If the answer to 13-007 is NO, explain:	**n/a**	***Response has been entered.***
13-009 Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?	**Yes**	***Yes***
13-010 If the answer to 13-009 is NO, explain:	**n/a**	***Response has been entered.***
13-011 Do the library board and the director maintain separate functions?	**Yes**	***Yes***
13-012 Is the board responsible for governance and policy?	**Yes**	***Yes***
13-013 Is the director responsible for administration, operation and management of the library?	**Yes**	***Yes***
13-014 Does the director work full-time?	**Yes**	***Yes***
13-015 Does the director have the required certification under 590 IAC 5? (If unsure, check at https://mylicense.in.gov/EVerification/Search.aspx	**Yes**	***Yes***

With the advice and recommendations of the library director, has the library board adopted the following plans and policies?

13-016 A schedule of classification of employees	**Yes**	***Yes***
13-017 An annual schedule of salaries	**Yes**	***Yes***
13-018 A proposed library budget	**Yes**	***Yes***

Personnel Policies

Has the library board adopted written personnel policies and procedures dealing with:

13-019 Recruitment?	Yes	*Yes*
13-020 Selection?	Yes	*Yes*
13-021 Appointments?	Yes	*Yes*
13-022 Personnel actions?	Yes	*Yes*
13-023 Salary administration?	Yes	*Yes*
13-024 Employee benefits?	Yes	*Yes*
13-025 Conditions of work?	Yes	*Yes*
13-026 Leaves?	Yes	*Yes*
13-027 Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?	Yes	*Yes*
13-028 Does the library have current, written bylaws that state its purpose and its operational procedures?	Yes	*Yes*
13-029 Do the library bylaws specifically state rules governing conflicts of interest issues?	Yes	*Yes*
13-030 Do the library bylaws specifically state rules governing nepotism?	Yes	*Yes*
13-031 Have the bylaws been reviewed by the board in the last three (3) years?	Yes	*Yes*
13-032 Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board, been submitted to the Indiana State Library?	Yes	*Yes*
13-033 Does your library have a written collection development plan?	Yes	*Yes*

13-034 Does your library have a written circulation policy detailing the principles of access for all library materials and service?	**Yes**	***Yes***
13-035 Does your library provide support for continuing education for staff and trustees?	**Yes**	***Yes***

Long-Range Plan

13-036 Does the library have a written long-range plan of service?	**Yes**	***Yes***
13-037 What year did your current long-range plan begin?	**2020**	***2020***
13-038 What year does your current long-range plan end?	**2024**	***2024***
13-039 Has your long-range plan been reviewed and updated in the last three (3) to five (5) years, depending upon the length of your plan?	**Yes**	***Yes***
13-040 Have copies of the plan, plus all updates and revisions, been filed with the Indiana State Library?	**Yes**	***Yes***
13-041 Does your long-range plan include a statement of community needs and goals?	**Yes**	***Yes***
13-042 Does your long-range plan include measurable objectives and service in response to the community's needs and goals?	**Yes**	***Yes***
13-043 Does your long-range plan include an assessment of facilities, services, technology, and operations?	**Yes**	***Yes***
13-044 Does your long-range plan include an ongoing evaluation process?	**Yes**	***Yes***

13-045 Does your long-range plan include a plan for financial resources and sustainability?	**Yes**	***Yes***
13-046 Does your long-range plan include an equipment replacement schedule?	**Yes**	***Yes***
13-047 Does your long-range plan include a professional development strategy?	**Yes**	***Yes***
13-048 Does your long-range plan include a statement of collaboration with other public libraries?	**Yes**	***Yes***
13-049 Does your long-range plan include a statement of collaboration with other community partners?	**Yes**	***Yes***

Resource Sharing

13-050 Does your library provide interlibrary loan free of charge *to other libraries* within Indiana? **Answer YES if your policy is to lend, even if no loans were requested.**	**Yes**	***Yes***
13-051 Does your library provide interlibrary loan free of charge *to your users?* **Answer YES if your policy is to lend, even if no loans were requested.**	**Yes**	***Yes***
13-052 Does your library lend materials via a statewide reciprocal borrowing program?	**Yes**	***Yes***
13-053 Does your library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?	**No**	***No***
13-054 If the answer to 13-053 is YES, please list libraries with which you have reciprocal borrowing agreements.	**n/a**	***Response has been entered.***

13-055 Does your library lend materials using the OCLC resource sharing system?	**No**	***No***
13-056 Is your library a member of Evergreen Indiana?	**No**	***No***
13-057 How many days per week does your library receive InfoExpress courier service?	**2**	***2***

Does the library provide adult services, including:

13-058 Reference services, including knowledge of and access to reference materials, including INSPIRE?	**Yes**	***Yes***
13-059 A collection of materials for adults?	**Yes**	***Yes***
13-060 A space designated for adults in each fixed location?	**Yes**	***Yes***

Does the library provide young adult services, including:

13-061 Reference services, including knowledge of and access to reference materials, including INSPIRE?	**Yes**	***Yes***
13-062 A collection of materials for young adults?	**Yes**	***Yes***
13-063 A space designated for young adults in each fixed location?	**Yes**	***Yes***

Does the library provide children's services, including:

13-064 Reference services, including knowledge of and access to reference materials, including INSPIRE?	**Yes**	***Yes***
13-065 A collection of materials for children?	**Yes**	***Yes***
13-066 A space designated for children in each fixed location?	**Yes**	***Yes***

Public Access

13-067 Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, braille books, audio books, and/or enhanced media?	**Yes**	***Yes***
13-068 Does the library provide computers for the free use of all persons, regardless of residency?	**Yes**	***Yes***
13-069 Does your library provide a means for the public to print and make copies at each location?	**Yes**	***Yes***

Website

Does your library's website include:

13-070 Current hours of operation?	**Yes**	***Yes***
13-071 A physical address (or addresses) for your library?	**Yes**	***Yes***
13-072 A map for each fixed location?	**Yes**	***Yes***
13-073 A telephone number?	**Yes**	***Yes***
13-074 An email address or other means of electronic contact?	**Yes**	***Yes***
13-075 A link to INSPIRE.in.gov?	**Yes**	***Yes***
13-076 Publicly posted policies, including, but not limited to, circulation, fees, and internet use?	**Yes**	***Yes***
13-076a Has your internet policy been reviewed by the board in the last year?	**Yes**	
13-077 A link to the library's online public access catalog?	**Yes**	***Yes***

13-078 A calendar or schedule of events and programs, updated at least monthly, including the dates for the library board meetings?	**Yes**	***Yes***

14 - Statement of Intent to Comply with Standards

14-001 Please explain any NO answers given in Part 13.	**n/a**	***Response has been entered.***

15 - Supplemental Questions

COVID-19 Pandemic's Effect on Library Services in 2022

15-001 Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic in 2022?	**No**	***No***
15-002 Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic in 2022?	**No**	***No***
15-003 Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic in 2022?	**No**	***No***
15-004 Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic in 2022?	**No**	***No***
15-005 Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic in 2022?	**Yes**	***Yes***
15-006 Did the library intentionally add Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic in 2022?	**No**	***No***

15-007 Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic in 2022?	**No**	***No***
15-008 Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic in 2022?	**No**	***No***
15-009 Did the library offer "Take and Make" activities in 2022?	**Yes**	***Yes***
15-009a Number of "Take and Make" activities distributed (optional)	**530**	***1,820***
15-010 What professional development topic/s would you like ISL to address in training?	**continue with Trends in Libraries; Story Walks (best practice)**	
15-011 What's something your library did in the past year that you're proud of?	**digitized newspapers on microfilm with ARPA funds; launched a story walk and outside program area and expanded public parking at one of our library branches**	***Response has been entered.***

CERTIFICATION

Click here to print a copy of the Signature Page. This needs to be signed by both the director and board president and returned via email or mail to the Indiana State Library Development Office. This is also due by March 1, 2023.

J
A
N.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, January 9, 2023, 6pm
Rensselaer Public Library

Board of Finance Meeting	**Purpose**
Annual Financial Report (R 8)	Information
Outstanding Checks (F2.2)	Information
Accounting Practices/Investment Policy 2023 (R 9)	Action
Resolution to Allow Bill Payment with Prior Approval (R 16)	Action
Designate Newspapers for Publishing Notices (R 20)	Action
Review of Internal Control Assurances (R 20)	Information

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of December Board Meetings
Bills/Financial Reports
Salary Ordinance for 2023 (R 7)
Policy Review (R 21)

General Business	
Oath of Office – Janelle Harper (R 21)	Action
Oath of Office – Treasurer (R 21)	Action
Oath of Office – Assistant Treasurer (R 21)	Action
Conflict of Interest (R 18; R 21)	Information
Committee Assignments (R 22)	Information
Rensselaer Library HVAC System	Information

Director's Report (R 20-R 24) Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES **December 12, 2022**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Janelle Harper, Janett Kingman, Janet Umlauf, Kevin Kaluf, Julie Davidson, Patricia Stringfellow, Rayann Gilmore
Absent: Kristie Housman, Mark Heinig

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the November Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, and Materials Selection Policy revisions were approved as presented on a motion by J. Umlauf and seconded by K. Kaluf. Motion passed.

Health & Life Insurance Renewal: We recommend continuing with the coverage we currently have for both. The Health Insurance is on a rate hold (technically went up 3 cents per month). Life Insurance rates are the same as last year – no increase. Coverage for both remains the same. J. Harper moved to continue with the current health and life insurance plans, seconded by K. Kaluf. Motion passed.

Dental and Vision Insurance Renewal: We recommend continuing with what we currently have. Dental Insurance is on a rate hold, no increase, and there is no change in the cost of Vision Insurance. We will be in the second year of a two-year renewal for Vision Insurance in 2023. Coverage for both remains the same. J. Umlauf moved to continue with the current dental and vision insurance plans, seconded by J. Harper. Motion passed.

2023 Salary Increase: P. Stringfellow explained that the 2023 Budget was written to allow for up to a 4% salary increase; however, she recommended that the board approve a 5% salary increase for staff. We budgeted for a 10% increase in Health Insurance. Our health, life, vision, and dental insurances are renewing with essentially no rate increase, so we have money in the budget for a 5% salary increase. I did ask Rayann to double check this by running our Salary Ordinance with a 5% increase. It works. Staff will greatly appreciate any increase in salary, but the higher percentage will help them at this time of high inflation. Additionally, the minimums in our Salary Schedule do go up by half of the percentage increase in odd years. It would be good to move those up 2.5% in this tight job market. As a reminder, the growth quotient for the 2023 budget was 5%. K. Kaluf moved to approve a 5% salary increase for staff in 2023, seconded by J. Kingman. Motion passed.

Director Salary 2023: As per Board and Administration Monthly Tasks, Director's salary for 2023 is determined in open session. J. Umlauf moved that the Director's salary be increased by 5% as approved for staff, seconded by J. Harper. Motion passed.

Election of Officers: J. Kingman made a motion to elect the slate of officers for 2023 as presented: President- J. Davidson, Vice-President- K. Kaluf, Secretary- J. Umlauf, Treasurer- J. Harper, Assistant Treasurer- M. Heinig. K. Kaluf seconded the motion. Motion passed.

End of December Board Meeting: Board members are scheduled to meet Wednesday, December 28, 2022, at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. We are scheduled to meet at 8:30am. J. Davidson, J. Umlauf, K. Kaluf, and J. Harper have indicated that they can attend.

Director's Report: P. Stringfellow reported that she met with electrician Kevin Moore regarding a generator for the Rensselaer Library. He is working on a quote for us. She has also been in touch with Precision Control regarding an evaluation of our HVAC equipment at Rensselaer Library. Some emails have been exchanged with Precision as she seeks to understand what Precision can do for us. She also emailed attorney Ed Dumas regarding what she had learned from Precision and best practices for planning for repairs and upgrades due to the expected high cost. She is waiting for Ed's guidance which she will present to the board for their consideration. In August Brienne Hooker, Executive Director of the Jasper Newton Foundation, contacted P. Stringfellow about an expressed community need, a grants database for community non-profits to use. Our Database Committee searched for and evaluated some options and found a good one. We shared our findings with the Foundation along with the pricing information and possible ways to fund. One option that was presented was a cost share – we would cover half of the cost and proposed that the Foundation could cover the other half with a grant. This would give us an opportunity to see if the database would be used and a cost-effective addition to the library holdings. The Foundation offered to grant us the funds for a one-year subscription in its entirety, nearly $5,000. This is a great collaboration between the Foundation and the Library, and we appreciate the Foundation's willingness to fund the database.

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 6:15 PM, seconded by J. Harper.

Janet Umlauf

Janet Umlauf, Secretary

Julie Davidson

Attest: Julie Davidson, President

Minutes.. December 28, 2022
Meeting of the Jasper County Public Library Board 8:30 AM
Rensselaer Library

Present: Julie Davidson, Kevin Kaluf, Janet Umlauf, Janelle Harper, Patty Stringfellow

On a motion by J. Umlauf, seconded by J. Harper, the Board unanimously approved year-end bills.

On a motion by K. Kaluf, seconded by J. Umlauf the Board unanimously approved transfers in the Operating Fund and the Rainy Day Fund.

With no further business, the meeting adjourned at 8:40 AM.

Julie Davidson
Attest: Julie Davidson

Janet Umlauf
Janet Umlauf, Secretary

CIRCULATION BY HOLDINGS CODE
December 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	45	2	0	47
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	47	2	0	49
Blu-Ray (DBR)	117	1	2	120
Books on CD (DBKCD)	20	1	0	21
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	17	0	0	17
Digital Audiobooks (DDA)	11	0	1	12
DVD (DDVD)	1066	31	24	1121
Equipment (DEQP)	36	0	0	36
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	336	20	10	366
Fiction Fantasy (DFICF)	15	0	1	16
Fiction Inspirational (DFICI)	151	3	0	154
Fiction Mystery (DFICM)	106	6	3	115
Fiction New (DFICNEW)	375	14	12	401
Fiction Science Fiction (DFICSF)	5	0	0	5
Fiction Western (DFICW)	2	0	0	2
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	40	2	0	42
Hanging Bags (DHANG)	36	0	0	36
Hotspots (DWIFI)	5	31	6	42
ILL (DILL)	15	1	0	16
Internet (DINTER)	376	0	0	376
Juv. Audio book (DJAUDB)	18	0	0	18
Juv. Biography (DJBIO)	87	1	0	88
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	46	0	0	46
Juv. Digital Device (DJDDP)	23	1	0	24
Juvenile Easy (DJE)	687	9	2	698
Juv. Easy Non-fiction (DJENF)	22	0	0	22
Juv. Easy Reader (DJER)	240	0	0	240
Juv. Easy Reader NF (DJERN)	7	0	0	7
Juv. Fiction (DJFIC)	503	5	4	512
Juv. Graphic Novel (DJGN)	237	1	0	238
Juv. Holiday books (DJHOL)	199	15	4	218
Juv. Launchpads (DPTAB)	0	0	0	0
Juv. Magazine (DJMAG)	22	0	0	22
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	258	4	3	265
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	119	4	0	123
Large Print Fiction (DLPF)	119	12	5	136
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	116	4	7	127
Large Print Nonfic (DLPNF)	4	0	0	4
Large Print Western (DLPW)	3	0	0	3
Magazine (DMAG)	355	0	0	355
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	3	1	0	4
Nonfiction 100 (DNF100)	10	0	0	10
Nonfiction 200 (DNF200)	23	0	0	23
Nonfiction 300 (DNF300)	31	4	2	37
Nonfiction 400 (DNF400)	2	0	0	2
Nonfiction 500 (DNF500)	13	0	1	14
Nonfiction 600 (DNF600)	99	0	2	101
Nonfiction 700 (DNF700)	41	2	1	44
Nonfiction 800 (DNF800)	10	0	0	10
Nonfiction 900 (DNF900)	36	3	0	39
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	8	0	1	9
Nonfiction (DNFIC)	6	0	0	6
Nonfiction New (DNFNEW)	109	8	6	123
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	3	0	0	3
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	1	0	0	1
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	3	0	0	3
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	2	42	1	45
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	10	0	0	10
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	2	0	0	2
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	136	2	1	139
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	14	0	0	14
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	0	0	0	0

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	0	18	0	18
Blu-Ray (RBR)	3	207	6	216
Books on CD (RBKCD)	2	55	1	58
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	2	85	1	88
Digital Audiobooks (RDA)	0	19	3	22
DVD (RDVD)	46	1641	35	1722
Equipment (REQP)	0	2	4	6
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	38	490	9	537
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	23	278	16	317
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	91	0	92
Hanging Bag (RHANG)	1	96	0	97
Hotspots (RWIFI)	2	30	10	42
ILL (RILL)	1	15	0	16
Internet (RINTER)	0	175	0	175
Juv. Audio book (RJAUDB)	0	1	0	1
Juv. Biography (RJBIO)	0	22	0	22
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	7	0	8
Juv. Digital Device (RJDDP)	4	22	0	26
Juvenile Easy (RJE)	12	654	6	672
Juv. Easy Non-fiction (RJENF)	0	22	0	22
Juv. Easy Reader (RJER)	1	314	0	315
Juv. Easy Reader NF (RJERN)	0	46	0	46
Juv. Fiction (RJFIC)	23	228	2	253
Juv. Graphic Novel (RJGN)	4	155	1	160
Juv. Launchpads (RPTAB)	0	7	0	7
Juv. Magazine (RJMAG)	0	3	0	3
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	4	154	1	159
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	2	137	2	141
Large Print Fiction (RLPF)	8	128	0	136
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	5	159	6	170
Large Print Nonfic (RLPNF)	0	4	0	4
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	95	0	95
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	11	1	12
Non-Fiction 100 (RNF100)	0	23	3	26

Non-Fiction 200 (RNF200)	1	23	1	25
Non-Fiction 300 (RNF300)	7	43	2	52
Non-Fiction 400 (RNF400)	0	7	0	7
Non-Fiction 500 (RNF500)	0	39	2	41
Non-Fiction 600 (RNF600)	7	115	2	124
Non-Fiction 700 (RNF700)	2	29	1	32
Non-Fiction 800 (RNF800)	0	7	1	8
Non-Fiction 900 (RNF900)	3	40	1	44
Nonfiction Blu-Ray (RNFBR)	0	1	0	1
Nonfiction DVD (RNFDVD)	0	82	3	85
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	10	99	19	128
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	59	1	8	68
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	37	37
STEAM Kits (RSTEAM)	0	8	0	8
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	2	0	2
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	0	87	1	88
YA Music CD (RYACD)	0	29	0	29
YA Nonfiction (RYANF)	0	9	1	10
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	0	10	11
Blu-Ray (WBR)	5	3	156	164
Books on CD (WBKCD)	2	10	54	66
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	0	1	9	10
Digital Audiobooks (WDA)	0	0	12	12
DVD (WDVD)	34	30	1062	1126
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	10	4	161	175
Fiction Fantasy (WFICF)	0	0	13	13
Fiction Inspirational (WFICI)	13	3	107	123
Fiction Mystery (WFICM)	1	4	37	42

Fiction New (WFICNEW)	28	11	153	192
Fiction Science Fiction (WFICSF)	0	0	8	8
Fiction Western (WFICW)	0	0	3	3
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	2	26	28
Hanging Bags (WHANG)	0	0	29	29
Hotspots (WWIFI)	2	27	11	40
ILL (WILL)	1	0	11	12
Internet (WINTER)	0	0	107	107
Juv. Audio book (WJAUDB)	0	0	4	4
Juv. Biography (WJBIO)	2	0	17	19
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	1	1
Juv. Digital Device (WJDDP)	7	1	15	23
Juvenile Easy (WJE)	16	12	383	411
Juv. Easy Non-fiction (WJENF)	0	0	50	50
Juv. Easy Reader (WJER)	1	0	127	128
Juv. Easy Reader NF (WJERN)	0	0	11	11
Juv. Fiction (WJFIC)	26	5	265	296
Juv. Graphic Novel (WJGN)	1	1	125	127
Juv. Launchpads (WPTAB)	0	0	3	3
Juv. Magazine (WJMAG)	0	0	11	11
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	2	1	128	131
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	0	2	181	183
Large Print Fiction (WLPF)	5	6	94	105
Large Print Inspirational (WLPI)	0	0	1	1
Large Print Mystery (WLPM)	0	0	7	7
Large Print New (WLPN)	3	5	49	57
Large Print Nonfic (WLPNF)	1	2	6	9
Large Print Western (WLPW)	0	0	1	1
Magazine (WMAG)	1	0	21	22
Non-Fiction 000 (WNF000)	0	0	4	4
Non-Fiction 100 (WNF100)	0	1	7	8
Non-Fiction 200 (WNF200)	2	2	10	14
Non-Fiction 300 (WNF300)	1	2	13	16
Non-Fiction 400 (WNF400)	0	0	3	3
Non-Fiction 500 (WNF500)	0	0	11	11
Non-Fiction 600 (WNF600)	1	4	61	66
Non-Fiction 700 (WNF700)	2	0	9	11
Non-Fiction 800 (WNF800)	0	0	5	5
Non-Fiction 900 (WNF900)	0	0	24	24
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	0	0	59	59
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	5	5	60	70
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	4	4
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	3	3
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	0	0
Vertical file (WVF)	0	0	3	3
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	0	0
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	9	4	77	90
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	9	9
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	6905	6396	4118	17419

CIRCULATION BY HOLDINGS CODE
December 2022

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	45	2	0	47
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	48	20	10	78
Blu-Ray (BR)	127	212	164	503
Books on CD (BKCD)	24	66	55	145
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	19	86	10	115
Digital Audiobooks (DA)	11	19	16	46
DVD (DVD)	1146	1702	1121	3969
Equipment (EQP)	36	2	4	42
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	384	514	180	1078
Fiction Fantasy (FICF)	15	0	14	29
Fiction Inspirational (FICI)	164	6	107	277
Fiction Mystery (FICM)	107	10	40	157
Fiction New (FICNEW)	426	303	181	910
Fiction Science Fiction (FICSF)	5	0	8	13
Fiction Western (FICW)	2	0	3	5

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	41	95	26	162
Hanging Bags (HANG)	37	96	29	162
Hotspots (WIFI)	9	88	27	124
ILL (ILL)	17	16	11	44
Internet (INTR)	376	175	107	658
Juv. Audio book (JAUDB)	18	1	4	23
Juv. Biography (JBIO)	89	23	17	129
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	47	7	1	55
Juv. Digital Device (JDDP)	34	24	15	73
Juvenile Easy (JE)	715	675	391	1781
Juv. Easy Non-Fiction (JENF)	22	**22**	50	94
Juv. Easy Reader (JER)	242	314	127	683
Juv. Easy Reader NF (JERN)	7	46	11	64
Juv. Fiction (JFIC)	552	238	271	1061
Juv. Graphic Novel (JGN)	242	157	127	526
Juv. Holiday (JHOL)	199	15	4	218
Juv. Launchpads (PTAB)	0	7	3	10
Juv. Magazine (JMAG)	22	3	11	36
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	264	159	132	555
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	121	143	183	447
Large Print Fiction (LPF)	132	146	99	377
Large Print Inspirational (LPI)	0	0	1	1
Large Print Mystery (LPM)	0	0	7	7
Large Print New (LPN)	124	168	62	354
Large Print Nonfic (LPNF)	5	6	6	17
Large Print Western (LPW)	3	0	1	4
Magazine (MAG)	356	95	21	472
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	3	12	5	20
Non-Fiction 100 (NF100)	10	24	10	44
Non-Fiction 200 (NF200)	26	25	11	62
Non-Fiction 300 (NF300)	39	49	17	105
Non-Fiction 400 (NF400)	2	7	3	12
Non-Fiction 500 (NF500)	13	39	14	66
Non-Fiction 600 (NF600)	107	119	65	291
Non-Fiction 700 (NF700)	45	31	11	87
Non-Fiction 800 (NF800)	10	7	6	23
Non-Fiction 900 (NF900)	39	43	25	107
Non-Fiction Blu-Ray (NFBR)	2	1	0	3
Non-Fiction DVD (NFDVD)	8	82	63	153
Nonfiction (NFIC)	6	0	2	8
Nonfiction New (NFNEW)	124	112	85	321
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	3	0	0	3
Professional Coll. (PROF)	0	0	0	0

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	1	0	4	5
Reference (REF)	35	38	17	90
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	3	0	3	6
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	59	1	8	68
SRCS (From other libraries III-SRC	2	42	1	45
SRCS (SRCSW) Wheatfield	0	0	37	37
STEAM Kits (STEAM)	10	8	0	18
Vertical File (VF)	2	1	0	3
VHS	0	0	0	0
YA Audio book (YAUDB)	2	2	0	4
YA Biography (YAB)	1	0	0	1
YA Books on CD (YABKCD)	0	0	0	0
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	145	93	79	317
YA Music CD (YACD)	0	29	0	29
YA Nonfiction (YANF)	14	9	10	33
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	0	0	0	0
				0
Free reads	201	87	99	387
Games/Puzzles	87	0	12	99
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7232	6522	4244	17998

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1563	1234	802	3599
Nonfiction	535	548	301	1384
CHILDREN'S BOOKS				
Fiction	1924	1575	1110	4609
Nonfiction	574	219	203	996
YA BOOKS				
Fiction	186	188	105	479
Nonfiction	15	9	10	34
Preloaded Dig Dev, Child	0	7	3	10
Magazines, Adult	356	95	21	472
Magazines, Children	22	3	11	36
Sound Recordings, adult	56	173	81	310
Sound Recordings, ch	102	133	34	269
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	61	43	46	150
STEAM Kits	10	8	0	18

Vertical file	2	1	0	3
VHS/DVD/Blu-Ray	1284	1997	1352	4633
Equipment	45	90	31	166
Total	6735	6323	4110	17168
A-V Circulation	1442	2303	1467	5212
A-V Circulation as % of total	21.4%	36.4%	35.7%	30.4%

CIRCULATION STATISTICS

December 2022

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	21	150	**1,563**	73	32	**1,234**	25	185	**802**	**3,599**
Nonfiction	9	0	**535**	24	0	**548**	20	31	**301**	**1,384**
CHILDREN'S BKS										
Fiction	12	0	**1,924**	73	2	**1,575**	17	0	**1,110**	**4,609**
Nonfiction	3	1	**574**	7	0	**219**	4	0	**203**	**996**
YA BOOKS								0		
Fiction	3	0	**186**	2	0	**188**	8	0	**105**	**479**
Nonfiction	0	0	**15**	0	0	**9**	0	0	**10**	**34**
Preloaded Dig Dev	0	0	**0**	0	0	**7**	0	0	**3**	**10**
Magazines,Adult	0	0	**356**	0	0	**95**	0	0	**21**	**472**
Magazines, Child	0	0	**22**	0	0	**3**	0	0	**11**	**36**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	11	0	**56**	28	0	**173**	33	0	**81**	**310**
Sound Rec/Child	0	0	**102**	0	0	**133**	1	0	**34**	**269**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**61**	0	0	**43**	0	0	**46**	**150**
STEAM Kits	0	0	**10**	0	0	**8**	0	0	**0**	**18**
Vertical Files	0	0	**2**	0	0	**1**	0	0	**0**	**3**
DVD/BluRay	16	2	**1,284**	72	1	**1,997**	8	3	**1,352**	**4,633**
Equipment	0	0	**45**	0	0	**90**	0	0	**31**	**166**
TOTAL	75	153	**6,735**	279	35	**6,323**	116	219	**4,110**	**17,168**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	87,068	80,000	61,855
Circulation Increase/Decrease	**5.5%**	**16.9%**	**8.1%**

MONTHLY SYSTEM STATISTICS	2021	2022	% change
Current month's Circulation	15,592	17,168	10.1%
Jan. to date circulation	192,642	214,166	11.2%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
25,159	25,030	17,292	17,333	15,361	15,201	**Fiction**
19,698	19,707	19,470	19,494	8,704	8,693	**Nonfiction**
						CHILDREN'S BKS
16,648	16,660	15,312	15,383	14,023	14,040	**Fiction**
9,782	9,784	6,581	6,588	6,810	6,814	**Nonfiction**
						YA BOOKS
2,581	2,584	3,414	3,416	3,566	3,574	**Fiction**
679	679	352	352	83	83	**Nonfiction**
15	15	23	23	32	32	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,853	3,864	1,034	1,062	5,058	5,091	**Sound Rec/Adult**
677	677	4,201	4,201	835	836	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-69	-69	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	9	9	6	6	**STEAM Kits**
104	104	-1	-1	43	43	**Vertical Files**
7,786	7,800	11,405	11,476	7,387	7,392	**VHS/DVD/Blu-ray**
118	118	87	87	58	58	**Equipment**
87,146	87,068	79,756	80,000	61,958	61,855	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

December 2022

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	156	34	113	24	222	48	491	106
LOCAL HISTORY								
In person	3	1	4	1	0	0	7	2
Letters written	12	12	8	8	0	0	20	20
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	376	16	175	7	107	4	658	27
Internet use-Wireless	961		1085		558		2604	
VCR Use	0	0	0	0	0	0	0	0
Microforms	0	0	10	1	0	0	10	1
Public FAX24	31		11		28		70	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	15	5	3	1	18	6
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	4		1		0		5	
Outreach activities	23	23	0	0	0	0	23	15
Meeting Room Use (no. of group	40	13	31	10	22	7	93	31
Study room use	55	5	35	3	21	2	111	9
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							3787	
IN-HOUSE USE ITEMS	218		150		66		434	
SELF-CHECKOUT USE	0		212		40		252	
INTERLIBRARY LOANS								
Requests made for:	24	6	25	6	16	4	65	16
Items rec'd for:	35	18	38	19	17	9	90	45
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	6266	10537	3925	20728
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	224	440	99	763
Number of New Patrons Added	11	9	7	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	0	0	0	0	0	0

Children's Programs (0-13)	7	42	9	54	8	48	24	144
Number attending	250		136		440		826	
YA Programs (14-17)	6	36	1	6	1	6	8	48
Number attending	128		6		8		142	
Adult Programs	5	30	12	72	3	18	20	120
Number attending	37		102		13		152	
Senior Citizen Programs	0	0	0	0	0	0	0	0
Number attending	0		0		0		0	
Total Number of Programs	**18**	108	**22**	132	**12**	72	**52**	312
Total Persons Attending	**415**		**244**		**461**		**1120**	
Total Attending Same Month Last Yr.	132		163		479		774	
Total Staff Hours Spent		235		218		147	600	592
Total Number of In-House Progran	**11**		**19**		**8**		**38**	
Total Attendance	**316**		**203**		**104**		**623**	
Total Number of Outreach Progran	**7**		**3**		**4**		**14**	
Total Attendance	**99**		**41**		**357**		**497**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4644	68.1%	4101	65.0%	3021	73.3%	11766	68.2%
Corporate	60	0.9%	11	0.2%	13	0.3%	84	0.5%
Juvenile 0-11	103	1.5%	216	3.4%	39	0.9%	358	2.1%
Juvenile-AV	610	8.9%	466	7.4%	502	12.2%	1578	9.1%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	81	1.2%	275	4.4%	101	2.5%	457	2.6%
Reciprocal Juvenile	6	0.1%	0	0.0%	0	0.0%	6	0.0%
Reciprocal Juvenile AV	3	0.0%	0	0.0%	0	0.0%	3	0.0%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	21	0.3%	0	0.0%	21	0.1%
School	0	0.0%	62	1.0%	0	0.0%	62	0.4%
School AV	26	0.4%	31	0.5%	0	0.0%	57	0.3%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	86	1.4%	0	0.0%	86	0.5%
Staff	940	13.8%	797	12.6%	390	9.5%	2127	12.3%
Walking books	82	1.2%	15	0.2%	0	0.0%	97	0.6%
YA 12-17	14	0.2%	44	0.7%	7	0.2%	65	2.8%
YA-AV	248	3.6%	183	2.9%	49	1.2%	480	2.8%
Total	6817		6308		4122		17247	
All items borrowed by nonresidents	116	1.7%	389	6.2%	101	2.5%	606	3.5%

2023 Salary Ordinance

Employee	Classification	Date - Wage Increase	Hrs/ Week	Hourly Rate	Proposed Annual Gross Salary
Amalong, Rebecca	TS Librarian 3 - R	1/1	40	$28.92	$60,153.60
Becker, Kathryn	Clerk - D	1/1	14	$11.55	$8,408.40
Beedle, Marlene	Spec 1 - D	1/1	32	$25.13	$41,816.32
Berry, Rosemarie	Clerk - W	1/1, 1/16, 4/16, 10/16	14	$10.48/$10.58/$10.68/$10.78	$7,766.64
Bishop, Nicole	Clerk-D	1/1	19	$12.32	$12,172.16
Broussard, Sheila	Sys Adm - R	1/1	40	$38.56	$80,204.80
Cavinder, Rachael	YS Spec 3 - W	1/1	35	$24.86	$45,245.20
Comingore, Linda	Clerk- R	1/1	12	$11.05	$6,895.20
de Jong, Kayla	Asst 2- R	1/1	40	$13.53	$28,142.40
Delger, Kimberly	Spec 1 - D	1/1	40	$18.44	$38,355.20
DeVries, Carolynn	Spec 1 - W	1/1	32	$16.93	$28,171.52
Donohoe, Daniel	Maintenance - D	1/1, 2/16	12	$14.01/$14.36	$8,935.44
Drake, Lauren	Asst 2 - W	1/1, 10/16	35	$13.14/$13.47	$24,041.85
Eenigenburg, Patricia	Asst 2 - D	1/1	32	$15.14	$25,192.96
Fagenbaum, Autumn	Lib 1 - D	1/1	35	$17.67	$32,159.40
Gilbert, Jason	Maintenance - W	1/1	12	$16.96	$10,583.04
Gilmore, Rayann	Bus. Mgr - R	1/1	40	$25.96	$53,996.80
Hausenfleck, Karla	Asst 2 - D	1/1	35	$16.38	$29,811.60
Heldak, Shannon	Lib 3- D	1/1	40	$21.63	$44,990.40
Hopkins, Beth	Asst 2 - R	1/1, 2/16	40	$13.14/$13.47	$27,938.40
Hunter, Kimberly	Spec. 1 - R	1/1, 2/16	40	$15.42/$16.19	$33,490.40
Jones, Jessica	Janitor - D	1/1, 2/1	15	$12.36/$12.67	$9,864.00
Jones, Margaret	Janitor - W	1/1	10	$16.30	$8,476.00
Kadar, William	Clerk - R	1/1, 4/1	12	$10.48/$10.58	$6,586.32
Kampersal, Samantha	Clerk- D	1/1	13	$11.27	$7,618.52
Kampersal, Samantha	Asst 2- D	1/1	12	$13.53	$8,442.72
Kuhn, Rachel	Spec 1- R	1/1	40	$16.81	$34,964.80
Lakin, Kaitlyn	Asst 2 - R	1/1, 10/16	35	$13.14/$13.47	$24,041.85
Lambert, Jean	Asst 1- R	1/1	20	$14.93	$15,527.20
Lyons, Diane	Clerk- R	1/1	29	$12.51	$18,865.08
Manis, Kiersten	Page - R	1/1, 3/1, 6/1, 12/1	10	$7.25/$7.35/$7.45/$7.55	$3,850.00
Martin, Annabelle	Page - R	1/1, 2/1	10	$7.45/$7.55	$3,922.00
Molenaar, Mary	Spec. 1 - R	1/1	40	$19.23	$39,998.40
Nikolaou, Rebecca	Page - W	1/1, 2/1, 8/1	9	$7.35/$7.45/$7.55	$3,502.80
Packard, Kimberly	Clerk - W	1/1, 2/16, 8/16	14	$10.48/$10.58/$10.68	$7,721.84
Parrish, Evelyn	Lib 3 - W	1/1	40	$24.47	$50,897.60
Phillips, Nancy	Asst 2 - R	1/1	35	$17.81	$32,414.20
Poortenga, Linda	Lib 3 - R	1/1	40	$32.49	$67,579.20
Post, Christina	Page - D	1/1, 1/16	10	$7.45/$7.55	$3,924.00
Powell, Bryce	Janitor- R	1/1	15	$12.42	$9,687.60
Ryan, Thomas	Clerk - R	1/1	17.5	$11.50	$10,465.00
Salyer, Virginia	Clerk- D	1/1	19	$10.52	$10,393.76
Sanders, Christina	Janitor - W	1/1	16	$15.89	$13,220.48
Sanders, Christina	Courier	1/1	10	$15.89	$8,262.80
Schultz, Jace	Page - R	1/1, 3/1, 9/1	10	$7.35/$7.45/$7.55	$3,884.00
Skinner, Jenna	Clerk- R	1/1	17.5	$10.78	$9,809.80
Smith, Melissa	Spec 1 - R	1/1	40	$16.93	$35,214.40
Steinberg, Keira	Page - W	1/1, 1/16	9	$7.45/$7.55	$3,531.60
Stringfellow, Patricia	Director - R	1/1	40	$42.20	$87,776.00
Thompson, Linda	Asst 2 - W	1/1	32	$21.17	$35,226.88
Trainor, Neile	Asst 2- D	1/1	32	$14.65	$24,377.60
Van Blaircom, Daniel	Maintenance - R	1/1	12	$16.70	$10,420.80
Wampler, Thomas	Asst 2 - W	1/1, 8/1	32	$13.14/$13.47	$22,097.28
Warren, Emily	Page - R	1/1, 1/16, 4/16, 10/16	10	$7.25/$7.35/$7.45/$7.55	$3,868.00
Widner, Melissa	Spec 3 - R	1/1	40	$22.45	$46,696.00
Wilma, Janice	Lib 2- R	1/1	35	$21.91	$39,876.20
Wynkoop, Dorene	Clerk - W	1/1	14	$14.39	$10,475.92
Yost, Emily	Page - D	1/1, 7/1	10	$7.45/$7.55	$3,900.00
New Janitor	Janitor - R	1/1	15	$12.36	$9,640.80
New Janitor	Janitor - D	1/1	15	$12.36	$9,640.80
New Page	Page - D	1/1, 4/1, 7/1	10	$7.25/$7.35/$7.45	$3,835.00
New Clerk	Clerk - W	1/1, 4/1, 7/1	14	$10.48/$10.58/$10.68	$7,720.44
			1,498		**$1,416,689.42**

We have examined and approved the year 2023 Jasper County Public Library Salary Ordinance dated January 9, 2023.

Julie Davidson

Janet Umlauf

Janett Kingman

Director's Financial Report
2022

The library began the year with $3,713,240.21 for all funds and ended with $3,601,767.72.

2022 began with $1,181,439.75 in the Operating Fund. Operating Fund receipts exceeded disbursements by $271,544.41 with the library only spending about 84.4% of our Operating Fund budget. Spending on materials returned to normal levels and in addition to the usual building maintenance; stone was added to the landscaping at Wheatfield Library, and trees were trimmed along the sidewalks at Rensselaer Library. We ended the year with a balance of $1,452,984.16 in the Operating Fund. No transfer to LIRF was recommended.

LOIT Freeze (Local Option Income Tax) revenues came in as expected. Property tax, LIT (Local Income Tax), License Excise tax, CVET, and FIT (Financial Institution Tax) all came in higher than anticipated with property at 102%, LIT at 109.4%, License Excise at 103.7%, CVET at 103.4%, and FIT at 195%.

We ended the year with $232,697.44 in LIRF.

We began the year with $2,270,969.90 in the Rainy Day Fund. We spent $414,939.82 out of the Rainy Day Fund this year on the DeMotte Parking Lot Project including architect fees and a time lapse camera. We ended the year with $1,883,891.24 in the Rainy Day Fund with $1,826,527.74 of that in investments.

Our sweep account at Alliance Bank had an interest rate of .10% all year. In May 2017, the Library invested $2,000,000 of Rainy Day Funds with Trust Indiana. At the start of 2022 this had grown to $2,108,829.55. Interest rates remained low through the first half of 2022 but increased significantly through the second half of the year with the average monthly yield in January being .0932% and December's average monthly yield being 4.1119%. We transferred $310,000 out of the Trust Indiana account in July to pay for the DeMotte parking lot project. The account earned $27,698.19 in interest in 2022 ending the year with $1,826,527.74. The Investment Report is included in the board packet.

We did not spend all our Operating Budget for 2022, leaving us with a healthy balance going into 2023. We will continue to watch spending and revenue estimates in the new year. The overall financial picture for 2023 looks positive.

Accounting Practices/Investment Policy for 2023

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) interest will be credited to the LIRF fund. Rainy Day interest will be credited to the Rainy Day Fund.

Mark Heinig will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer. He will be authorized to sign checks in the absence of the Treasurer.

Alliance Bank is designated as the library's depository. The majority of the library's funds will be deposited in Alliance Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement. The library has joined Trust Indiana and has funds invested in that account. TrustINdiana, an investment option for local governments that is easy and safe. Investments are managed, legally permissible by law, and fluid.

A payment to the library for any purpose may be made by any of the following financial instruments: (1) Cash. (2) Check. (3) Bank draft. (4) Money order. (5) Bank card or credit card. (6) Electronic funds transfer. The term "credit card" means a credit card, debit card, charge card, or stored value card.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library in accordance with IC 5-13-9-5.6 and IC 5-13-9-5.7. Director will limit the total investments outstanding under this section to not more than twenty-five percent (25%) of the total portfolio of public funds invested by the library, including balances in transaction accounts;

Mileage will be paid at the IRS approved rate.

For employees working 35 or more hours per week, the Library will pay 80% of their health/dental/vision/life insurance premiums. For employees working 30-34 hours per week, the Library will pay 50% of the health/dental/vision/life insurance premiums. The Library will pay all but $1.00 of the life insurance premium for all employees working 30 hours or more per week that elected to take only life insurance. When determining the premium amount to be paid by the library and the employee as per the percentage split, uneven amounts will be rounded up and the library will pay the bigger portion. Typically the extra amount will be a penny or less per month per employee enrolling in the insurance coverage.

Electronic funds transfers will be used to pay state, county and federal payroll taxes, Indiana unemployment, Hoosier Start and INPRS payments, and other payroll withholdings. They may also be used when the library is unable to make a timely contractual payment by check and/or when a vendor requires payment by electronic funds transfer.

The Library will pay employees through the use of direct deposit.

Online banking may be used to make payments for utilities, insurance, conference fees, telephone charges, courier mileage, trash pick-up, and other bills that would otherwise incur late fees between library board meetings.

The Director and Business Manager are authorized to make internal bank transfers between library accounts.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of $1000 or less per item, with a cumulative value of no more than $5000. Library listservs, E-bay, or other similar online sites will be used for disposal when this seems the most cost-effective method to use.

As stated in our Internal Control Standards and System access to the accounting computer will be limited to the Director, Business Manager and HR Specialist in regard to financial computing and IT Staff for support and maintenance of hardware and software; designated staff will have individual log-ins for the accounting computer; the accounting software tracks who logged in; as software allows, permissions will be assigned as they relate to job responsibilities, user IDs, passwords, and log-in information will be unique per user unless that option is not available; our automated system will track patron transactions and generate reports of revenue received; only prescribed or approved forms will be used.

The Board will review the Materiality Policy annually in January, approving any revisions.

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

- Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- Dues, subscriptions, and publications.
- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
  (A) inservice training;
  (B) attending seminars or other special courses of instruction; and
  (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- Leases or rental agreements.
- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes and mandated garnishments.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Mileage expenses for courier service by employee
- Expenses incurred to advertise and promote the programs and services of the library
- Merchant processing fees for card processing service
- Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 9th day of January, 2023.

NAY	AYE
	Janelle Harper
	Mike Heinig
	Julie Davidson
	Janet Umlauf
	Janett Kingman

ATTEST: Janet Umlauf
Secretary of Appropriating Body

R 18

LAW OFFICES
DUMAS, WEIST & MAHNESMITH
AN ASSOCIATION INCLUDING A PROFESSIONAL CORPORATION
119 WEST HARRISON STREET
RENSSELAER, INDIANA
47978

MEMBERS OF THE FIRM

RENSSELAER OFFICE:
EDWARD P. DUMAS
KENT E. MAHNESMITH

FOWLER OFFICE:
WILLIAM B. WEIST
JOHN C. WRIGHT
WEIST BUILDING
P.O. BOX 101
FOWLER, IN 47944
(765) 884-1840
FAX (765) 884-8450

THOMAS B. DUMAS
(1918-1998)
WILLIAM J. MORIARTY, JR.
(1939-1983)

(219) 866-4158
FAX (219) 866-2274
edd@nwlis.com
kentm@nwiis.com

August 22, 2007

Patti Stringfellow, Administrator
Jasper County Public Library
208 W. Susan Street
Rensselaer, IN 47978

Re: Conflicts of Interest

Dear Patti:

I am enclosing for your file a copy of Indiana Code 35-44-1-3.

This statute provides that a public servant who knowingly or intentionally has a pecuniary interest in, or who derives a profit from, a contract or purchase with an action by the governmental entity served by the public service commits a crime. However, no crime is committed so long as the public servant makes disclosure under Sections (d)(1) through (d)(6). In order to file disclosures, you can see the required information in subparagraph (d). You will also note that the disclosure statement must be filed with the State Board of Accounts and the Clerk of the Circuit Court in the County where the governmental entity takes action on the contract or purchase.

Therefore, with respect to any disclosures required by your Board members, please note the filing requirements.

If you have further questions, please do not hesitate to call.

Sincerely,

Edward P. Dumas

EPD:bm
Enclosure

Director's Report
December 2022

Board of Finance:

Each January, the Library Board is required to organize as a 'Board of Finance', elect officers, receive an annual investment report, and review their investment and financial policies and practices. You have always chosen to elect the officers of the Library Board as the officers of the Board of Finance. **The board will need to vote to elect the officers of the Library Board as the officers of the Board of Finance.**

Please see R 8 for your 2022 Director's Financial Report.

A list of Outstanding Checks will be provided as information at our January meeting. As per IC 5-11-10.5 all outstanding checks and unpaid checks more than two years old by December 31 are deemed void. These will be receipted back into the fund they were written from.

We recommend that Accounting Practices 2023 be adopted. Please refer to R 9 to review the recommended Accounting Practices 2023.

The Board will need to adopt the Resolution to Pay Bills with Prior Approval. Please see R 16.

The Library Board needs to designate that the Rensselaer Republican and the Kankakee Valley Post News are the two newspapers the Library will use to publish notices.

We will review IC 5-11-1-27(g) regarding required internal control assurances.

Consent Agenda:

You will be approving the minutes of the December board meetings, bills, and financial reports.

2023 Salary Ordinance: Please refer to R 7. The 2023 Salary Ordinance reflects a 5% increase in the salary of the Director and all other employees eligible for a full increase as approved at the December 2022 meeting. New employees (or employees recently given new positions) will receive increases as per the Personnel Policy. Additionally, the 2023 Salary Ordinance reflects the addition of three hours to the Wheatfield Youth Assistant position. **If you approve the Consent Agenda items, you will approve the 2023 Salary Ordinance.**

Policies for Review: Two policies are up for review in January 2023 – Materiality Policy and Code of Ethics Policy. No revisions are recommended to these policies.

General Business:

Oath of Office – Janelle Harper: Janelle Harper has been re-appointed to our library board by the County Commissioners. Janelle will take her oath of office at our January meeting.

Oath of Office – Treasurer: Janelle Harper will take her oath as Treasurer.

Oath of Office – Assistant Treasurer: Mark Heinig will take his oath as Assistant Treasurer.

Conflict of Interest: In August of 2007 I received a letter from Ed Dumas that he asked me to share with all Board members at our January meeting. Please see R 18. For several years a previous board member signed a conflict of interest form due to his ownership of a hardware store in DeMotte with whom we do some business. If, after reading this letter, you feel it necessary to sign a conflict of interest form, we can provide one for you and will file it with the appropriate government office.

Committee Assignments: According to the Bylaws of the Board of Trustees the President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee. Other committees shall be appointed at the discretion of the President.

Rensselaer Library HVAC System: After our December board meeting I contacted attorney Ed Dumas regarding our thirty-year old HVAC system at Renssealer Library. I explained that it is showing its age and that an assessment is needed as well as a gameplan for upgrades and/or replacement. I explained about Precision Control and what I have learned about what they can do for us along with my misgivings about working with Precision solely on future upgrades/replacements. He advised that the board consider retaining an HVAC engineer to guide us. Ed will look into some likely candidates for the library and be back in touch with me. As a part of our discussion, he did ask some questions about library finances. Additionally, he asked under which statute we were organized. I have sent this explanation to him as requested via email.

Director's Report:

I spent the last month of the year presenting year-end reviews and preparing for 2023. There are numerous documents that have to be created, duplicated, and distributed as we transition to a new business year.

I attended a virtual IPLA meeting at which Luke Britt, Indiana's Public Access Counselor, presented. He provided a great overview of the Open Door Law, records requests, and public forum as a part of our library board meetings.

I also attended the County Commissioners meeting on January 3, 2023. Two new commissioners are now at the table. It was a great meeting and interesting to observe.

I did close the libraries at 2pm on December 22, and they remained closed on December 23 due to Winter Storm Elliot. Due to extreme weather conditions, namely frigid temperatures, we did check our buildings daily, when it was safe to do so, to ensure that the heat was on and that water was flowing properly.

System Administrator News

Sheila worked on purchasing Dell computers at year end. She is still receiving quotes. She worked on a myriad of pc and server issues and a variety of miscellaneous items: began inventory for recycling equipment; worked on Systems Administrator Job Description revision recommendations; added Tripadvisor listings for each of our libraries under "Things to do"; updated Yelp Business with 2023 special hours; completed our 3 "Bing Places of Business" profiles with 2023 dates closed, photos and pointed to our website page for each library, contacting Bing support to remove the 3 additional places she found on Bing that were duplicates and had incorrect information; added 2023 library holiday hours to our Google Business profiles.

Technical Services News

Becky reports, "December was taken up with vacations and holidays. The catalogers were able to get caught up with the books that we received at the end of the year. I still have some DVDs and other AV materials left over from December. My month was taken up with some activities with the Rensselaer Social Committee, doing annual Evaluations, and other end of the year work."

DeMotte Library News

Shannon reports, "I posted a "JCPL 2022 Wrapped" on social media. These posts are popular for apps like Spotify, so I wanted to try it out. I asked Becky for help to figure out what reports to run. It was a couple days worth of work to get all the reports run and graphics made, but they were a big hit online. Patrons really enjoyed seeing what the top 5 most checked out books were for adults, YA, and children during 2022. The book tower for December was "holiday baking." It was quite popular with 14 books checked out! Bingo had our highest attendance this month – 22! We are constantly amazed at how popular it is. Neile created a Candy Land Christmas for the foyer display to go along with the Christmas decorations throughout the library. It was quite magical and fun. Pat Kopanda, a patron we've had read poetry at programs, wanted to read at the Santa visit. Neile worked with Autumn so Pat was able to read *The Night Before Christmas*. It was a lovely, albeit busy, evening. The Santa visit was out of this world. We had 128 people. The DeMotte Elementary School principal made an announcement at the end of the school day which immensely helped attendance. Hopefully we can work with him next year, so we can be better prepared."

Rensselaer Library News

Linda reports, "Our Christmas Tree Walk was preempted this year by the 30th birthday celebration and art display. Many of the pieces are still on display throughout this Christmas season. We had 47 pieces of artwork on display, it was a wonderful turn out and was enjoyed by many. St A school came in and caroled staff and patrons around the circulation desk area. There were 57 students and teachers/principal who surprised us with song. They wanted to express their appreciation for all the library does for them. They did a wonderful job and made the library feel festive! We had pizza delivered for staff one day by an appreciative person who had been using our computer room. Linda attended the Chamber dinner and will be on the Greater Rensselaer Chamber Board in 2023. Santa's visit was the highlight of the month."

Wheatfield Library News

Evie reports, "We had some great displays/passive programming created by staff this month. Morgan created a fun advent calendar of book titles in the adult area, uncovering a book each day. Rachael and Lauren encouraged patrons to 'disguise' a gingerbread man shape as a favorite book character, object, etc., which patrons then voted on. We received 44 gingerbread men – they were all so creative and patrons enjoyed choosing their favorite! Children were also able to 'find the missing candy canes (laminated shapes)' in the kids' area of the library – once they found all 10, they brought them to the front desk for a real candy cane treat. On top of that, the Friends did an excellent job, as always, decorating Christmas trees – 1 in the childrens' area and another in the adult area."

Please contact me if you are unable to attend the January Board Meeting or if you have any questions about materials in your packet. -Patty

JCPL FINANCIAL STATEMENT
December 31, 2022

	Beginning 2022 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,181,439.75	**$207,130.24**	$2,384,351.71	**$480,733.88**	$2,655,896.12	**$1,452,984.16**
Public Library Access Card Fund	$0.00	**$0.00**	$65.00	**$0.00**	$65.00	**$0.00**
Gift Fund	$24,901.20	$6,606.56	$20,883.40	$5,981.50	$24,527.03	**$28,544.83**
DeMotte	$8,960.54	**$524.82**	$4,626.20	**$611.50**	$5,872.27	**$10,206.61**
Rensselaer	$13,449.69	**$5,696.13**	$12,235.18	**$5,000.00**	$14,005.84	**$15,220.35**
Wheatfield	$2,490.97	**$385.61**	$4,022.02	**$370.00**	$4,648.92	**$3,117.87**
Library Improvement Reserve Fund	$232,465.52	**$0.00**	$0.00	**$19.12**	$231.92	**$232,697.44**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$2,270,969.90	**$1,000.00**	$414,939.82	**$6,371.75**	$27,861.16	**$1,883,891.24**
Includes Investments of: **$1,826,527.74**						
Broadband Connectivity Grant Fund	$0.00	**$0.00**	$18,656.33	**$0.00**	$18,656.33	**$0.00**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$50.94	**$0.00**	$27.32	**$14.00**	$213.53	**$237.15**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
COVID: CARES ACT mini-grant	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
ARP Grant Fund	$0.00	**$0.00**	$24,339.64	**$0.00**	$24,339.64	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$8,534.57**	$103,327.35	**$8,534.57**	$103,327.35	**$0.00**
FICA Tax Collected	$0.00	**$8,274.86**	$99,372.64	**$8,274.86**	$99,372.64	**$0.00**
State Tax Collected	$0.00	**$3,729.26**	$45,056.26	**$3,729.26**	$45,056.26	**$0.00**
County Tax Collected	$0.00	**$2,882.06**	$34,443.08	**$2,882.06**	$34,443.08	**$0.00**
INPRS	$0.00	**$3,074.30**	$36,794.77	**$3,074.30**	$36,794.77	**$0.00**
Deferred Comp Plan	$0.00	**$1,840.00**	$27,530.00	**$1,840.00**	$27,530.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$3,816.55**	$43,127.04	**$3,816.84**	$43,127.04	**$0.00**
Life Insurance	$0.00	**$401.29**	$4,156.05	**$401.27**	$4,156.05	**$0.00**
Garnishments	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,713,240.21**	**$247,289.69**	**$3,257,070.41**	**$525,673.41**	**$3,145,597.92**	**$3,601,767.72**

F2

Bank Balances

Jasper County Public Library

Report as of: **12/31/22**

	Bank	
1	Alliance Bank	$1,774,969.98
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$1,826,527.74
	Total all banks =	**$3,601,767.72**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$1,804,521.98		Rainy Day	7/29/22	$166.95	Jan-22
								$202.07	Feb-22
								$395.05	Mar-22
								$522.90	Apr-22
								$894.42	May-22
								$1,373.52	Jun-22
								$2,137.52	Jul-22
								$2,728.48	Aug-22
								$3,111.11	Sep-22
								$4,461.90	Oct-22
								$5,337.28	Nov-22
								$6,366.99	Dec-22

CLOSED INVESTMENTS:

IN-02-0225-0001	TrustINdiana	N/A	$310,000.00	Rainy Day

(7/29/22 transferred to Alliance Bank for DeMotte Parking Lot Project)

TOTAL INTEREST EARNED: **$27,698.19**

F2.1

F2.2

List of outstanding checks to be voided
January 9, 2023

Pursuant to IC 5-11-10.5, all checks outstanding and unpaid for a period of two years as of December 31 of each year are void.

OUTSTANDING CHECKS

Date	Check #	Amount	Fund	Payee
2/10/2020	CK# 37422	$8.99	Operating Fund	Candice N. Kasnick
		$8.99	**Total Operating Fund**	

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **12/1/22** *To* **12/31/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$83,595.00	$0.00	$83,595.00	$6,966.26	$83,493.72	$101.28	0.1
1.12 SALARY OF ASSISTANTS	$1,227,154.00	$0.00	$1,227,154.00	$97,768.98	$1,165,382.23	$61,771.77	5.0
1.13 WAGES OF JANITORS	$100,212.00	$0.00	$100,212.00	$6,501.39	$84,252.07	$15,959.93	15.9
1.21 EMPLOYER'S SHARE-FICA	$107,939.00	($2.39)	$107,936.61	$8,274.86	$99,372.64	$8,563.97	7.9
1.22 UNEMPLOYMENT COMPENSATION	$2,462.00	$2.39	$2,464.39	$0.00	$2,464.39	$0.00	0.0
1.23 EMPLOYER'S CONTRIB.- PERF	$126,700.00	$0.00	$126,700.00	$10,105.35	$120,609.32	$6,090.68	4.8
1.24 EMPLOYER'S CONTRIB.- INS.	$173,581.00	$0.00	$173,581.00	$12,523.40	$140,729.66	$32,851.34	18.9
Subtotal	*$1,821,643.00*	$0.00	$1,821,643.00	$142,140.24	$1,696,304.03	$125,338.97	6.9
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$411.87	$88.13	17.6
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$7,000.00	$0.00	$7,000.00	$766.83	$5,614.98	$1,385.02	19.8
2.21 CLEANING & SANITATION SUPPLIES	$8,000.00	$0.00	$8,000.00	$754.15	$5,816.20	$2,183.80	27.3
2.23 OTHER OPERATING SUPPLIES	$5,500.00	$0.00	$5,500.00	$1,418.61	$5,007.93	$492.07	8.9
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$972.98	$527.02	35.1
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$166.63	$233.37	58.3
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$109.44	$640.56	85.4
2.41 LIBRARY SUPPLIES	$15,500.00	$0.00	$15,500.00	$2,673.38	$14,935.63	$564.37	3.6
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$92.41	$92.41	$7.59	7.6
Subtotal	*$39,750.00*		$39,750.00	$5,705.38	$33,128.07	$6,621.93	16.7
3. Other Services and Charge							

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$6,000.00	$0.00	$6,000.00	$0.00	$4,964.50	$1,035.50	17.3
3.14 OTHER PROFESSIONAL SERVICES	$5,400.00	$1,278.28	$6,678.28	$30.00	$6,678.28	$0.00	0.0
3.145 DATABASES & LICENSING SERVICES	$30,100.00	($6,575.00)	$23,525.00	$1,194.74	$17,635.05	$5,889.95	25.0
3.146 E-BOOKS SERVICES	$31,500.00	$6,575.00	$38,075.00	$0.00	$38,075.00	$0.00	0.0
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,083.31	$12,966.91	$1,033.09	7.4
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$628.20	$1,312.36	$687.64	34.4
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$1,364.29	$11,703.18	$8,296.82	41.5
3.24 PROFESSIONAL MEETINGS	$9,000.00	$0.00	$9,000.00	$0.00	$858.72	$8,141.28	90.5
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$89.20	$1,204.41	$595.59	33.1
3.26 NETWORKING	$84,956.00	($4,948.98)	$80,007.02	$2,828.54	$15,378.09	$64,628.93	80.8
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$448.60	$351.40	43.9
3.33 MARKETING ADVERTISING	$3,500.00	$0.00	$3,500.00	$0.00	$3,486.64	$13.36	0.4
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$300.00	$200.00	40.0
3.42 OTHER INSURANCE	$29,000.00	$0.00	$29,000.00	$3,866.00	$28,804.00	$196.00	0.7
3.51 GAS	$25,000.00	$0.00	$25,000.00	$2,097.33	$18,118.65	$6,881.35	27.5
3.52 ELECTRICITY	$130,000.00	$0.00	$130,000.00	$8,264.15	$102,911.22	$27,088.78	20.8
3.53 WATER	$3,500.00	$0.00	$3,500.00	$298.29	$3,341.22	$158.78	4.5
3.54 WASTE DISPOSAL SERVICES	$8,000.00	$0.00	$8,000.00	$633.93	$7,427.76	$572.24	7.2
3.61 BUILDING & STRUCTURES	$120,000.00	$0.00	$120,000.00	$2,823.50	$57,897.89	$62,102.11	51.8
3.62 EQUIPMENT REPAIRS	$500.00	$529.10	$1,029.10	$0.00	$1,029.10	$0.00	0.0
3.72 EQUIPMENT RENTALS	$350.00	$0.00	$350.00	$13.80	$321.83	$28.17	8.0
3.91 DUES	$2,600.00	$739.90	$3,339.90	$1,385.36	$3,339.90	$0.00	0.0
3.93 TAXES & ASSESSMENTS	$1,200.00	$0.00	$1,200.00	$0.00	$418.00	$782.00	65.2
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$4.00	$14.00	$186.00	93.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$110,044.00	$2,401.70	$112,445.70	$6,865.18	$112,366.21	$79.49	0.1
Subtotal	*$690,170.00*	$0.00	$690,170.00	$33,469.82	$451,001.52	$239,168.48	34.7
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$40,000.00	$0.00	$40,000.00	$8,316.76	$18,314.23	$21,685.77	54.2
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$7,181.58	$111,535.89	$38,464.11	25.6
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$4,000.97	$15,350.21	$1,149.79	7.0
4.53 NONPRINTED MATERIALS	$66,000.00	$0.00	$66,000.00	$6,315.49	$58,717.76	$7,282.24	11.0
Subtotal	*$272,500.00*		$272,500.00	$25,814.80	$203,918.09	$68,581.91	25.2
Grand Total	$2,824,063.00	$0.00	$2,824,063.00	$207,130.24	$2,384,351.71	$439,711.29	15.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3C

F3d

Appropriation Report for 201 RAINY DAY

Jasper County Public Library

Report Date: From **12/1/22** *To* **12/31/22**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
2. Supplies							
2.23 OTHER OPERATING SUPPLIES	$0.00	$54.87	$54.87	$0.00	$54.87	$0.00	0.0
Subtotal	*$0.00*	$54.87	$54.87	$0.00	$54.87	$0.00	0.0
3. Other Services and Charge							
3.13 LEGAL SERVICES	$10,000.00	$0.00	$10,000.00	$0.00	$350.00	$9,650.00	96.5
3.14 OTHER PROFESSIONAL SERVICES	$30,000.00	$0.00	$30,000.00	$1,000.00	$6,135.00	$23,865.00	79.6
3.61 BUILDING & STRUCTURES	$720,657.00	($54.87)	$720,602.13	$0.00	$407,450.00	$313,152.13	43.5
Subtotal	*$760,657.00*	($54.87)	$760,602.13	$1,000.00	$413,935.00	$346,667.13	45.6
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$100,000.00	$0.00	$100,000.00	$0.00	$949.95	$99,050.05	99.1
Subtotal	*$100,000.00*		$100,000.00	$0.00	$949.95	$99,050.05	99.1
Grand Total	$860,657.00	$0.00	$860,657.00	$1,000.00	$414,939.82	$445,717.18	51.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3.1

Changes to Appropriations

Date	Fund	Account	Amount	Reason
12/28/22	100 OPERATING FUND	1.21 EMPLOYER'S SHARE-FICA	($2.39)	Transfer per Board Mtg Approval 12/28/22
12/28/22	100 OPERATING FUND	1.22 UNEMPLOYMENT COMPENSATION	$2.39	Transfer per Board Mtg Approval 12/28/22
12/28/22	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	$1,278.28	Transfer per Board Mtg Approval 12/28/22
12/28/22	100 OPERATING FUND	3.145 DATABASES & LICENSING SERVICES	($6,575.00)	Transfer per Board Mtg Approval 12/28/22
12/28/22	100 OPERATING FUND	3.146 E-BOOKS SERVICES	$6,575.00	Transfer per Board Mtg Approval 12/28/22
12/28/22	100 OPERATING FUND	3.26 NETWORKING	($4,948.98)	Transfer per Board Mtg Approval 12/28/22
12/28/22	100 OPERATING FUND	3.62 EQUIPMENT REPAIRS	$529.10	Transfer per Board Mtg Approval 12/28/22
12/28/22	100 OPERATING FUND	3.91 DUES	$739.90	Transfer per Board Mtg Approval 12/28/22
12/28/22	100 OPERATING FUND	3.98 MAINTENANCE/SERVICE CONTRACTS	$2,401.70	Transfer per Board Mtg Approval 12/28/22
12/28/22	201 RAINY DAY	2.23 OTHER OPERATING SUPPLIES	$54.87	Transfer per Board Mtg Approval 12/28/22
12/28/22	201 RAINY DAY	3.61 BUILDING & STRUCTURES	($54.87)	Transfer per Board Mtg Approval 12/28/22

Net Changes by Fund

Fund Number	Net Change
100	$0.00
201	$0.00

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Voucher List

Jasper County Public Library

Report Date: From **12/1/22** *To* **12/31/22**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	775	PAYROLL	12/9/22	PAYROLL	$55,628.85
0	776	INPRS fbo PERF	12/9/22	INPRS Contributions 12/9/22 Payroll	$6,598.75
0	777	IRS USA TAXPAYMENT	12/9/22	Federal Witholding, Medicare, & FICA withheld 12/9/22 Payroll	$12,552.38
0	778	NATIONWIDE	12/9/22	Annuity Withheld 12/9/22 Payroll	$920.00
39046	779	AARON'S LAWN CARE	12/12/22	Fall clean-up	$315.00
39047	780	ACE HARDWARE	12/12/22	Door kickdown, LED bulb	$41.97
39048	781	ANTHEM BLUE CROSS BLUE	12/12/22	Health insurance premiums- December 2022	$15,153.46
39049	782	ANTHEM LIFE	12/12/22	Life insurance premiums- December 2022; credit for A. Sanders Aug-Nov premiums	$92.61
39050	783	APPLIED INNOVATION	12/12/22	Quarterly maintenance agreement on patron copiers	$1,110.41
39051	784	BETTER CONTAINERS MFG. C	12/12/22	Love My Library bags	$196.97
39052	785	BRIGHTSPEED	12/12/22	Rens: Fax line- December 2022	$63.74
39053	786	BUSINESS CARD	12/12/22	Library & office supplies, postage, Flickr refund	$644.98
39054	787	CAPITAL ONE	12/12/22	Walmart: Library supplies	$219.56
39055	788	CHARLESTOWN-CLARK COUN	12/12/22	SRCS item# 373229	$30.99
39056	789	CI INSURANCE	12/12/22	D & O Professional Liability 2023 renewal	$3,866.00
39057	790	CULLIGAN WATER CONDITIO	12/12/22	Wh: Water Cooler Rental- December 2022; 5-gallon drinking water- 7	$81.45
39058	791	DELTA DENTAL	12/12/22	Dental insurance premiums- December 2022	$553.18
39059	792	DEMCO INC	12/12/22	Library supplies	$1,510.97
39060	793	ENGAGEDPATRONS.ORG	12/12/22	Events hosting service 1/1/2023-12/31/2023	$229.00
39061	794	GRAINGER	12/12/22	US flags, cleaner/disinfectant, multipurpose cleaner	$255.57
39062	795	ICC BUSINESS PRODUCTS	12/12/22	Janitorial, office, & library supplies	$222.35
39063	796	INDIANA GROCERY GROUP, L	12/12/22	Storywalk Opening refreshments	$12.99
39064	797	JAXTON SHUTER	12/12/22	Patron refund for overcharge	$4.00
39065	798	KANKAKEE VALLEY POST NE	12/12/22	DeM: Newspaper subscription Acct# 0045635	$99.00
39066	799	KIRBY RISK CORPORATION	12/12/22	LED bulbs, 4-port wire connectors	$1,186.56
39067	800	MAGAZINE SUBSCRIPTION SE	12/12/22	January - May 2023 magazine renewals	$3,690.47
39068	801	MAPLETRONICS COMPUTERS	12/12/22	ESET PROTECT Endpoint Antiviris Protection, 3 yr renewal	$1,809.00
39069	802	MOHLER ARCHITECTS, P.C.	12/12/22	DeM: Parking lot project	$1,000.00
39070	803	NIMBO IP LLC	12/12/22	Monthly Managed Service- November 2022	$815.00
39071	804	NIPSCO	12/12/22	DeM & Wh: Gas & electric service 10/27-11/29/22	$6,628.05
39072	805	NITCO	12/12/22	DeM: Local phone service- December 2022	$138.24
39073	806	POSTMASTER	12/12/22	Stamps	$619.20
39074	807	POST-TRIBUNE	12/12/22	DeM & Rens: Newspaper subscriptions Acct# 44365252	$211.50
39075	808	PRECISION CONTROL SYSTE	12/12/22	Rens: HVAC repair	$271.50
39076	809	QUILL LLC	12/12/22	Janitorial, office, & library supplies, chairs	$1,493.72
39077	810	ROEING CORPORATION	12/12/22	Meraki wireless access points, Meraki MR Enterprise Cloud Controller licenses- 5 years; Installation of news access points	$9,324.00
39078	811	SHEILA BROUSSARD	12/12/22	Mileage 7/13-11/29/22	$92.50
39079	812	THE LIBRARY STORE	12/12/22	Storage cart	$827.12
39080	813	VSP INSURANCE CO. (CT)	12/12/22	Vision insurance premiums- December 2022	$202.81
0	814	TOWN OF DEMOTTE	12/9/22	Dem: Sewer & Water: November 2022 (conf# 1183)	$153.04
0	815	TOWN OF WHEATFIELD	12/9/22	Wh: Sewer Service December 2022 (conf#1184)	$77.35
0	816	CHRISTINA SANDERS	12/9/22	Courier Mileage: 11/16-11/30/2022 (conf# 1182)	$310.00
39082	817	AFLAC	12/12/22	Supplemental Insurance December 2022	$739.18

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39083	818	AMAZON CAPITAL SERVICES	12/12/22	Books, janitorial, office & maintenance supplies, digital photo frame, button maker, portable SSD	$715.50
39084	819	BAKER & TAYLOR	12/12/22	Books, Continuations, AV, Auto. Yours	$4,231.22
39085	820	BAKER & TAYLOR ENTERTAIN	12/12/22	AV	$2,021.67
39086	821	ENA SERVICES LLC	12/12/22	Internet Service- November 2022	$1,807.50
39087	822	INDIANA GROCERY GROUP, L	12/12/22	Management Meeting refreshments, Book Signing refreshments, Santa Visit snacks, Rensselaer Library 30th Anniversary refreshments	$206.50
39088	823	INDIANA WASTE SERVICE	12/12/22	DeM & Wh: Trash pick-up December 2022	$174.50
39089	824	JANICE WILMA	12/12/22	Mileage 8/11-12/5/22	$155.00
39090	825	THE LOCK DOCTOR	12/12/22	Rens: rekey exterior doors, new keys for exterior doors; DeM: additional keys for exterior doors	$580.00
39091	826	CENTURYLINK	12/12/22	Long distance phone charge Acct# 82298462	$0.04
39092	827	MICHAEL R. ANDERSON	12/12/22	Rens: salt sidewalks 11/18/22	$50.00
39093	828	MIDWEST TAPE LLC	12/12/22	AV	$1,674.68
39094	829	ODP BUSINESS SOLUTIONS, L	12/12/22	Janitorial, office, & library supplies, office chair	$1,121.57
39095	830	PATTY STRINGFELLOW	12/12/22	Mileage 12/7/22	$21.88
39096	831	RMC IMAGING, INC	12/12/22	ViewScan III and ViewScan 4 hardware & software support 12/31/22-12/30/23	$1,498.00
39097	832	UNIQUE	12/12/22	Collections: Initial/Secondary Placements- November 2022	$142.35
0	833	PAYROLL	12/23/22	PAYROLL	$55,607.78
0	834	ALLIANCE BANK	12/23/22	Direct Deposit Fees - November 2022	$36.90
0	835	BRIGHTSPEED	12/23/22	Wh: Fax line December 2022 (conf# 1186)	$66.29
0	836	CHRISTINA SANDERS	12/23/22	Courier Mileage: 12/1-12/15/2022 (conf# 1187)	$348.75
0	837	CITY OF RENSSELAER	12/23/22	Rens: Utilities: 11/3-12/6/22 (Conf# 152268850)	$4,193.11
0	838	INDIANA DEPARTMENT OF RE	12/23/22	State & County Taxes withheld December 2022 Payrolls (Conf# 0-010-843-353)	$6,611.32
0	839	INPRS fbo PERF	12/23/22	INPRS Contributions 12/23/22 Payroll	$6,580.90
0	840	IRS USA TAXPAYMENT	12/23/22	Federal Witholding, Medicare, & FICA withheld 12/23/22 Payroll (Acknowledgement #65414748)	$12,531.91
0	841	NATIONWIDE	12/23/22	Annuity Withheld 12/23/22 Payroll	$920.00
0	842	T-MOBILE	12/23/22	Hotspot Data Service 11/2-12/1/22 (Conf #1185)	$1,021.04
39098	843	AMAZON CAPITAL SERVICES	12/28/22	Book, desktop sorters, liquid ice melt w/pump sprayer, calendars	$318.34
39099	844	AMERICAN LIBRARY LABELS,	12/28/22	'Look For' labels	$111.79
39100	845	BAKER & TAYLOR	12/28/22	Books, Continuations, AV, Auto. Yours	$4,160.42
39101	846	BAKER & TAYLOR ENTERTAIN	12/28/22	AV	$1,094.89
39102	847	BETH HOPKINS	12/28/22	Mileage 12/13/22	$27.50
39103	848	CANDID	12/28/22	Candid database subscription 12/16/22-12/15/23, (invoice# CINV16048)	$4,995.00
39104	849	DANIEL VAN BLAIRCOM	12/28/22	Mileage 7/2-12/17/22	$25.88
39105	850	GOVCONNECTION, INC.	12/28/22	Office 365 license renewals	$1,194.74
39106	851	INDIANA LIBRARY FEDERATIO	12/28/22	2023 Institutional Membership dues	$1,385.36
39107	852	CAPITAL ONE	12/28/22	Walmart: Library supplies	$137.44
39108	853	KAPCO	12/28/22	Poly covers	$226.58
39109	854	KAYLA DE JONG	12/28/22	Mileage 4/19-12/16/22	$57.53
39110	855	LINDA POORTENGA	12/28/22	Mileage 11/9-11/25/22	$5.81
39111	856	THE LOCK DOCTOR	12/28/22	Rens: Master key lock on front entrance & conference room, 3 keys	$130.00
39112	857	MICHAEL R. ANDERSON	12/28/22	Rens: Salted sidewalks 12/17/22	$50.00
39113	858	MIDWEST TAPE LLC	12/28/22	AV	$474.63
39114	859	NEILE TRAINOR	12/28/22	Mileage 10/12-12/14/22	$111.88
39115	860	RACHAEL CAVINDER	12/28/22	Mileage 9/12-12/9/22	$65.00
39116	861	RAYANN GILMORE	12/28/22	Mileage 9/12-12/22/22	$56.31
39117	862	SHANNON HELDAK	12/28/22	Mileage 8/26-12/15/22	$86.25

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
39118	863	STEVE'S SPECIALIZED SERVI	12/28/22	Laundry	$30.00
39119	864	ZIESE PLUMBING, HEATING, &	12/28/22	Rens: Plumbing repairs	$212.00
0	865	ALLIANCE BANK	12/30/22	Positive Pay Fee- December 2022	$15.00
0	866	SQUARE, INC	12/31/22	Merchant Processing Fees- December 2022	$5.51
				Total Amount of Claims	**$247,289.69**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, January 5, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $247,289.69

Date this 9th **day of** January **,20**23.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
December 31, 2022

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$416.11	$7,457.56
DeMotte	$15.60	$1,710.13		
Rensselaer	$366.21	$4,364.48		
Wheatfield	$34.30	$1,382.95		
PHOTOCOPIES:			$699.44	$9,531.35
DeMotte	$229.25	$2,839.30		
Rensselaer	$349.89	$4,755.35		
Wheatfield	$120.30	$1,936.70		
INTEREST (Checking, Repurchase, CDs):			$98.30	$1,087.62
TAXES:			$479,320.03	$2,634,529.89
Property Tax	$317,440.11	$1,502,049.08		
LOIT	$17,903.62	$214,843.00		
License Excise Tax	$75,553.09	$145,013.09		
Financial Institution Tax	$2,607.63	$6,026.76		
CVET(Commercial Vehicle Excise)	$8,737.00	$17,475.00		
LIT Certified Shares	$57,078.58	$749,122.96		
TAXABLE SALES:-			$0.00	$11.81
REFUNDS:			$200.00	$3,277.89
Rebates/Refund	$0.00	$312.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$200.00	$2,950.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$15.89		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$480,733.88**	**$2,655,896.12**
PLAC FUND:			$0.00	$65.00
GIFT FUNDS:			$5,981.50	$24,527.03
DeMotte	$611.50	$5,872.27		
Rensselaer	$5,000.00	$14,005.84		
Wheatfield	$370.00	$4,648.92		
LIB. IMPROV. RESERVE FUND:			$19.12	$231.92
Interest Earned	$19.12	$231.92		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$6,371.75	$337,861.16
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$6,371.75	$27,861.16		
Interfund Transfer	$0.00	$310,000.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,656.33
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$14.00	$213.53
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$0.00	$24,339.64
SUB-TOTAL (page 1)			**$493,120.25**	**$3,061,790.73**

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WITHHOLDING ACCOUNT FUNDS:			$32,553.16	$393,807.19
FIT Tax Collected	$8,534.57	$103,327.35		
FICA Collected	$8,274.86	$99,372.64		
State Tax Collected	$3,729.26	$45,056.26		
County Tax Collected	$2,882.06	$34,443.08		
INPRS	$3,074.30	$36,794.77		
Deferred Comp Plan	$1,840.00	$27,530.00		
Pre-tax Insurance Plan	$3,816.84	$43,127.04		
Life Insurance	$401.27	$4,156.05		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$525,673.41**	**$3,455,597.92**

Voucher List

Jasper County Public Library

Report Date: From 1/1/23 **To** 1/9/23

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39120	2	AARON'S LAWN CARE	1/9/23	DeM & Wh: Snow removal 12/23/22	$370.00
39121	3	ANTHEM BLUE CROSS BLUE	1/9/23	Health insurance premiums- January 2023	$15,153.97
39122	4	ANTHEM LIFE	1/9/23	Life insurance premiums- January 2023	$109.41
39123	5	AVC TECHNOLOGY CORPORA	1/9/23	2023 AVC Accounting & Payroll software service agreement	$2,136.00
39124	6	BAKER & TAYLOR	1/9/23	Books, Continuations, AV, Auto. Yours	$882.45
39125	7	BAKER & TAYLOR ENTERTAIN	1/9/23	AV	$123.76
39126	8	BRIGHTSPEED	1/9/23	Rens: Fax line service- January 2023	$63.85
39127	9	BUSINESS CARD	1/9/23	Amazon Web Services storage, Summer Reading Workshop expenses, Bingo prizes	$130.74
39128	10	CHICAGO TRIBUNE	1/9/23	DeM & Rens: Newspaper subscriptions Acct# 20468938	$467.34
39129	11	CULLIGAN WATER CONDITIO	1/9/23	Wh: Water Cooler Rental- January 2023	$14.39
39130	12	DELTA DENTAL	1/9/23	Dental insurance premiums- January 2023	$520.64
39131	13	DEMOTTE CHAMBER OF COM	1/9/23	2023 Chamber membership dues	$60.00
39132	14	ENA SERVICES LLC	1/9/23	Internet Service- December 2022	$1,807.50
39133	15	FIRST MERCHANTS BANK	1/9/23	Safe Deposit Box rental- 2023	$55.00
39134	16	ICC BUSINESS PRODUCTS	1/9/23	Office chair	$381.16
39135	17	INDIANA GROCERY GROUP, L	1/9/23	Summer Reading prizes, Noon Years Eve program snacks, Nerf Night snacks, Santa Visit snacks, Quest Trekkers & Anime program snacks, Staff Christmas Party food	$178.89
39136	18	INDIANA WASTE SERVICE	1/9/23	DeM. & Wh: Trash pick-up January 2023	$174.50
39137	19	KAPCO	1/9/23	Easy Hold magazine reinforcements	$171.20
39138	20	KONE	1/9/23	DeM: Elevator Maintenance Agreement 1/1-3/31/23	$513.27
39139	21	MAPLETRONICS COMPUTERS	1/9/23	Consultant services- remote ESET update	$975.00
39140	22	MICHAEL R. ANDERSON	1/9/23	Rens: Snow removal & sidewalk salting	$225.00
39141	23	MIDWEST TAPE LLC	1/9/23	AV	$17.99
39142	24	M W INSURANCE AGENCY	1/9/23	Board Treasurer & Assistant Treasurer Bonds	$200.00
39143	25	NIMBO IP LLC	1/9/23	Monthly Managed Service- December 2022	$815.00
39144	26	NIPSCO	1/9/23	DeM & Wh: Gas & electric service 11/29-12/29/22	$6,498.03
39145	27	NITCO	1/9/23	DeM: Local phone service January 2023	$139.59
39146	28	POSTMASTER	1/9/23	Pre-stamped postcards	$98.00
39147	29	RENSSELAER CHAMBER OF C	1/9/23	Annual Chamber Dinner- 2 attendees	$50.00
39148	30	RENSSELAER ROTARY CLUB	1/9/23	4th quarter dues & meals	$112.00
39149	31	ROEING CORPORATION	1/9/23	CyberPower replacement battery cartridge	$101.00
39150	32	THE LIBRARY CORPORATION	1/9/23	OPAC Enhanced Content: Mar 2023-Feb 2024; SIP Software: Mar 2023-Feb 2024	$6,757.00
39151	33	TRUGREEN PROCESSING CE	1/9/23	Ice melt	$125.00
39152	34	UNIQUE	1/9/23	Collections: Initial/Secondary Placements- December 2022	$131.40
39153	35	VSP INSURANCE CO. (CT)	1/9/23	Vision insurance premiums- January 2023	$202.81
39154	36	ZOOBEAN INC	1/9/23	Beanstack 1 year license, 1/15/23-1/14/24	$1,058.00

F6b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
				Total Amount of Claims	**$40,819.89**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 9, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $40,819.89

Date this 9th **day of** January **,20**23**.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F
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B.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, February 13, 2023, 6pm
Rensselaer Public Library

Opening of Meeting — Moment of Silence

Approval of Consent Agenda & Consent Agenda Items — Action

- Minutes of January Board Meeting
- Bills/Financial Reports
- Salary Ordinance Update (R 7)
- Policies for Review (R 10)
- Nonresident Borrowing Fee (R 14)

General Business

Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian (R 15)	Information
Purchase – Replacement Computers (R 15)	Action
Rensselaer Library Chiller Repair (R 15)	Action
Review of Indiana Public Library Annual Report 2022 (R 16)	Information

Director's Report (R 14- R 18) — Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **January 9, 2023**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Julie Davidson, Kevin Kaluf, Janet Umlauf, Janelle Harper, Mark Heinig, Janett Kingman, Patricia Stringfellow, Rayann Gilmore
Absent: Kristie Housman

BOARD OF FINANCE MEETING

The Board of Officers for the Jasper County Public Library were elected to the same positions as the officers for the Library Board of Finance on a motion by J. Umlauf, seconded by M. Heinig. Motion passed.

Annual Financial Report: The Annual Director's Financial Report was presented and reviewed. The Operating Fund began the year with $1,181,439.75 and ended the year with $1,452,984.16. Spending returned to normal levels. Property tax revenues came in slightly higher than expected. We spent $414,939.82 out of the Rainy Day Fund this year on the DeMotte Parking Lot Project including architect fees and a time lapse camera. The interest rates on the Trust Indiana account rebounded this year after dropping significantly the last two years.

Outstanding Checks: A list of outstanding checks was provided as information. As per IC 5-11-10.5 all outstanding checks and unpaid checks more than two years old by December 31 are deemed void. The library has one outstanding check. It will be receipted back into the fund from which it was written.

Accounting Practices/Investment Policy for 2023: J. Kingman moved, seconded by J. Harper, to accept the Accounting Practices/Investment Policy for 2023 as presented. Motion passed.

Resolution to Allow Bill Payment with Prior Approval: M. Heinig moved, seconded by K. Kaluf to approve the Resolution to Pay Bills with Prior Approval as presented. Motion passed.

Designate Newspapers for Publishing Notices: J. Umlauf moved, seconded by J. Harper, to designate the Rensselaer Republican and Kankakee Valley Post-News as the two newspapers the Library will use to publish notices. Motion passed.

Review of Internal Control Assurances: After June 30, 2016, the legislative body of a political subdivision shall ensure that: (1) the internal control standards and procedures developed under subsection (e) are adopted by the political subdivision; and (2) personnel receive training concerning the internal control standards and procedures adopted by the political subdivision. All staff and board members including new have been trained.

With no further business, M. Heinig moved to adjourn the Board of Finance Meeting at 6:10 PM, seconded by J. Harper.

MONTHLY BOARD MEETING

Upon adjournment of Board of Finance, J. Davidson opened the regular monthly Board meeting with a moment of silence.

Agenda & Consent Agenda Items: The Agenda and Consent Agenda items that included the minutes of the December Board Meetings, bills/financial reports, Salary Ordinance for 2023, Materiality Policy review, and Code of Ethics Policy review were approved as presented on a motion by J. Kingman and seconded by J. Umlauf. Motion passed.

Oath of Office – Janelle Harper: J. Harper took her oath of office. She has been reappointed to our Board by the Jasper County Commissioners.

Oath of Office – Treasurer: J. Harper, Treasurer, took the Oath of Office and signed the bond document.

Oath of Office – Assistant Treasurer: M. Heinig, Assistant Treasurer, took the Oath of Office and signed the bond document.

Conflict of Interest: Indiana Code #35-44-1-3 states that a public servant who knowingly or intentionally has a pecuniary interest in or who derives a profit from a contract or purchase with an action by the government entity served by the public servant commits a crime. However, as long as a public servant files a Conflict of Interest disclosure form annually, no crime is committed. This form must be filed annually. P. Stringfellow shared this information with the board.

Committee Assignments: J. Davidson presented the following appointments to standing committees for 2023: Budget: J. Umlauf (chair), M. Heinig, J. Davidson; Director's Evaluation: J. Harper (chair), K. Kaluf, J. Kingman; Bylaws/Policy Review: K. Housman (chair), J. Kingman, M. Heinig; Nominating: K. Kaluf (chair), J. Davidson, J. Umlauf.

Rensselaer Library HVAC System: After the December board meeting P. Stringfellow contacted attorney Ed Dumas regarding our 30 year old HVAC system at the Rensselaer Library. She explained to Ed that the system is showing its age and an assessment is needed as well as a game plan for upgrades and/or replacement. Ed advised that the board consider retaining an HVAC engineer to guide us. He will look into some likely candidates for the library and be back in touch. As a part of the discussion, he asked some questions about library finances and under which statute the library was organized. P. Stringfellow sent him the requested information via email. P. Stringfellow will be meeting with Ed, at his request, to introduce her to a new attorney, Emily Hunt, who's interested in the library as a client. Emily is an attorney with Hodges & Hodges, the firm Ed has partnered with.

Director's Report: P. Stringfellow explained that at the end of 2022 we were working on pc purchases, but quotes were slow to come in, so we continued with this work at the beginning of this year. It appears that we can purchase what we need for $37,000. We are still reviewing quotes. Furniture and equipment purchase plans are normally discussed as a part of the budget recommendation, but furniture and equipment details were not known at the time of discussion, so this purchase will be brought to the board for approval retroactively, likely at your February board meeting.

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 6:30 PM, seconded by J. Kingman.

Janet Umlauf

Janet Umlauf, Secretary

Julie Davidson

Attest: J. Davidson, President

CIRCULATION BY HOLDINGS CODE
January 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	31	3	0	34
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	32	4	2	38
Blu-Ray (DBR)	156	2	2	160
Books on CD (DBKCD)	33	5	1	39
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	15	2	0	17
Digital Audiobooks (DDA)	14	0	0	14
DVD (DDVD)	1109	42	19	1170
Equipment (DEQP)	42	0	0	42
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	480	20	18	518
Fiction Fantasy (DFICF)	7	1	1	9
Fiction Inspirational (DFICI)	166	7	0	173
Fiction Mystery (DFICM)	111	11	4	126
Fiction New (DFICNEW)	443	8	15	466
Fiction Science Fiction (DFICSF)	6	2	0	8
Fiction Western (DFICW)	3	0	0	3
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	51	1	0	52
Hanging Bags (DHANG)	32	0	2	34
Hotspots (DWIFI)	3	35	1	39
ILL (DILL)	31	0	0	31
Internet (DINTER)	450	0	0	450
Juv. Audio book (DJAUDB)	27	0	0	27
Juv. Biography (DJBIO)	79	0	0	79
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	61	0	0	61
Juv. Digital Device (DJDDP)	23	0	0	23
Juvenile Easy (DJE)	1091	21	15	1127
Juv. Easy Non-fiction (DJENF)	49	1	0	50
Juv. Easy Reader (DJER)	310	2	1	313
Juv. Easy Reader NF (DJERN)	8	2	0	10
Juv. Fiction (DJFIC)	536	4	8	548
Juv. Graphic Novel (DJGN)	254	1	0	255
Juv. Holiday books (DJHOL)	78	2	3	83
Juv. Launchpads (DPTAB)	4	0	0	4
Juv. Magazine (DJMAG)	26	0	0	26
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	418	19	2	439
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	2	0	0	2
Juv. Toddler (DJTOD)	132	1	1	134
Large Print Fiction (DLPF)	107	10	9	126
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	111	4	2	117
Large Print Nonfic (DLPNF)	12	1	0	13
Large Print Western (DLPW)	2	0	0	2
Magazine (DMAG)	321	0	0	321
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	8	1	0	9
Nonfiction 100 (DNF100)	9	5	0	14
Nonfiction 200 (DNF200)	22	2	0	24
Nonfiction 300 (DNF300)	26	8	1	35
Nonfiction 400 (DNF400)	2	0	0	2
Nonfiction 500 (DNF500)	9	1	0	10
Nonfiction 600 (DNF600)	150	5	1	156
Nonfiction 700 (DNF700)	55	7	0	62
Nonfiction 800 (DNF800)	13	2	0	15
Nonfiction 900 (DNF900)	31	5	3	39
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	30	0	0	30
Nonfiction (DNFIC)	6	0	0	6
Nonfiction New (DNFNEW)	120	7	3	130
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	3	0	0	3
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	13	1	0	14
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	2	69	0	71
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	11	0	0	11
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	118	5	2	125
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	11	0	1	12
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	0	0	0	0

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	21	0	25
Blu-Ray (RBR)	2	282	1	285
Books on CD (RBKCD)	2	58	2	62
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	3	68	0	71
Digital Audiobooks (RDA)	0	5	0	5
DVD (RDVD)	38	1732	32	1802
Equipment (REQP)	0	2	0	2
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	29	592	18	639
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	18	252	8	278
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	137	0	137
Hanging Bag (RHANG)	0	72	7	79
Hotspots (RWIFI)	9	26	11	46
ILL (RILL)	0	28	0	28
Internet (RINTER)	0	227	0	227
Juv. Audio book (RJAUDB)	4	2	4	10
Juv. Biography (RJBIO)	4	11	1	16
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	6	1	7
Juv. Digital Device (RJDDP)	1	10	1	12
Juvenile Easy (RJE)	8	641	20	669
Juv. Easy Non-fiction (RJENF)	0	31	4	35
Juv. Easy Reader (RJER)	11	257	4	272
Juv. Easy Reader NF (RJERN)	5	33	0	38
Juv. Fiction (RJFIC)	17	228	3	248
Juv. Graphic Novel (RJGN)	6	120	2	128
Juv. Launchpads (RPTAB)	1	15	0	16
Juv. Magazine (RJMAG)	0	10	0	10
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	6	208	7	221
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	2	110	1	113
Large Print Fiction (RLPF)	2	152	2	156
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	3	191	1	195
Large Print Nonfic (RLPNF)	0	13	0	13
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	95	0	95
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	7	0	7
Non-Fiction 100 (RNF100)	0	21	3	24

Non-Fiction 200 (RNF200)	3	24	0	27
Non-Fiction 300 (RNF300)	5	52	0	57
Non-Fiction 400 (RNF400)	0	8	0	8
Non-Fiction 500 (RNF500)	1	18	0	19
Non-Fiction 600 (RNF600)	12	143	3	158
Non-Fiction 700 (RNF700)	8	39	1	48
Non-Fiction 800 (RNF800)	0	13	0	13
Non-Fiction 900 (RNF900)	3	62	2	67
Nonfiction Blu-Ray (RNFBR)	0	1	0	1
Nonfiction DVD (RNFDVD)	1	67	4	72
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	10	123	6	139
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	4	0	4
Professional Coll. (RPRO)	0	3	0	3
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	54	7	0	61
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	1	1	45	47
STEAM Kits (RSTEAM)	0	2	0	2
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	3	0	3
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	5	86	1	92
YA Music CD (RYACD)	0	3	0	3
YA Nonfiction (RYANF)	0	8	2	10
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	0	6	6
Blu-Ray (WBR)	0	5	165	170
Books on CD (WBKCD)	1	10	62	73
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	3	4	18	25
Digital Audiobooks (WDA)	0	0	10	10
DVD (WDVD)	14	34	1125	1173
Equipment (WEQP)	0	0	1	1
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	26	6	180	212
Fiction Fantasy (WFICF)	2	0	14	16
Fiction Inspirational (WFICI)	5	1	78	84
Fiction Mystery (WFICM)	4	3	35	42

Fiction New (WFICNEW)	16	17	149	182
Fiction Science Fiction (WFICSF)	0	4	5	9
Fiction Western (WFICW)	0	0	8	8
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	2	1	9	12
Hanging Bags (WHANG)	1	1	66	68
Hotspots (WWIFI)	4	34	7	45
ILL (WILL)	3	1	38	42
Internet (WINTER)	0	0	283	283
Juv. Audio book (WJAUDB)	5	1	23	29
Juv. Biography (WJBIO)	2	0	7	9
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	2	2
Juv. Digital Device (WJDDP)	2	0	15	17
Juvenile Easy (WJE)	13	15	436	464
Juv. Easy Non-fiction (WJENF)	1	0	79	80
Juv. Easy Reader (WJER)	1	4	198	203
Juv. Easy Reader NF (WJERN)	0	0	13	13
Juv. Fiction (WJFIC)	38	4	319	361
Juv. Graphic Novel (WJGN)	4	5	153	162
Juv. Launchpads (WPTAB)	0	0	11	11
Juv. Magazine (WJMAG)	0	0	9	9
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	19	9	194	222
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	1	0	253	254
Large Print Fiction (WLPF)	7	4	114	125
Large Print Inspirational (WLPI)	0	0	3	3
Large Print Mystery (WLPM)	0	0	5	5
Large Print New (WLPN)	3	4	75	82
Large Print Nonfic (WLPNF)	1	0	9	10
Large Print Western (WLPW)	0	0	3	3
Magazine (WMAG)	0	0	54	54
Non-Fiction 000 (WNF000)	0	0	3	3
Non-Fiction 100 (WNF100)	0	1	14	15
Non-Fiction 200 (WNF200)	0	2	11	13
Non-Fiction 300 (WNF300)	0	2	20	22
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	0	0	9	9
Non-Fiction 600 (WNF600)	0	4	73	77
Non-Fiction 700 (WNF700)	2	0	19	21
Non-Fiction 800 (WNF800)	0	0	2	2
Non-Fiction 900 (WNF900)	0	1	35	36
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	1	3	58	62
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	12	5	51	68
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	5	5
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	3	3
Vertical file (WVF)	0	0	3	3
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	1	0	1
YA Books on CD (WYABKCD)	0	0	0	0
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	5	7	100	112
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	3	3
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7981	6853	4960	19794

CIRCULATION BY HOLDINGS CODE
January 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	31	3	0	34
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	36	25	8	69
Blu-Ray (BR)	158	290	168	616
Books on CD (BKCD)	36	73	65	174
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	21	74	18	113
Digital Audiobooks (DA)	14	5	10	29
DVD (DVD)	1161	1808	1176	4145
Equipment (EQP)	42	2	1	45
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	535	618	216	1369
Fiction Fantasy (FICF)	9	1	15	25
Fiction Inspirational (FICI)	171	8	78	257
Fiction Mystery (FICM)	115	14	39	168
Fiction New (FICNEW)	477	277	172	926
Fiction Science Fiction (FICSF)	6	6	5	17
Fiction Western (FICW)	3	0	8	11

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	53	139	9	201
Hanging Bags (HANG)	33	73	75	181
Hotspots (WIFI)	16	95	19	130
ILL (ILL)	34	29	38	101
Internet (INTR)	450	227	283	960
Juv. Audio book (JAUDB)	36	3	27	66
Juv. Biography (JBIO)	85	11	8	104
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	61	6	3	70
Juv. Digital Device (JDDP)	26	10	16	52
Juvenile Easy (JE)	1112	677	471	2260
Juv. Easy Non-Fiction (JENF)	50	**32**	83	165
Juv. Easy Reader (JER)	322	263	203	788
Juv. Easy Reader NF (JERN)	13	35	13	61
Juv. Fiction (JFIC)	591	236	330	1157
Juv. Graphic Novel (JGN)	264	126	155	545
Juv. Holiday (JHOL)	78	2	3	83
Juv. Launchpads (PTAB)	5	15	11	31
Juv. Magazine (JMAG)	26	10	9	45
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	443	236	203	882
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	2	0	0	2
Juv. Toddler (JTOD)	135	111	255	501
Large Print Fiction (LPF)	116	166	125	407
Large Print Inspirational (LPI)	0	0	3	3
Large Print Mystery (LPM)	0	0	5	5
Large Print New (LPN)	117	199	78	394
Large Print Nonfic (LPNF)	13	14	9	36
Large Print Western (LPW)	2	0	3	5
Magazine (MAG)	321	95	54	470
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	8	8	3	19
Non-Fiction 100 (NF100)	9	27	17	53
Non-Fiction 200 (NF200)	25	28	11	64
Non-Fiction 300 (NF300)	31	62	21	114
Non-Fiction 400 (NF400)	2	8	1	11
Non-Fiction 500 (NF500)	10	19	9	38
Non-Fiction 600 (NF600)	162	152	77	391
Non-Fiction 700 (NF700)	65	46	20	131
Non-Fiction 800 (NF800)	13	15	2	30
Non-Fiction 900 (NF900)	34	68	40	142
Non-Fiction Blu-Ray (NFBR)	0	1	0	1
Non-Fiction DVD (NFDVD)	32	70	62	164
Nonfiction (NFIC)	6	0	2	8
Nonfiction New (NFNEW)	142	135	60	337
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	3	0	0	3
Professional Coll. (PROF)	0	3	0	3

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	4	5	9
Reference (REF)	21	16	18	55
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	13	1	0	14
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	54	7	0	61
SRCS (From other libraries III-SRC	2	69	0	71
SRCS (SRCSW) Wheatfield	1	1	45	47
STEAM Kits (STEAM)	11	2	3	16
Vertical File (VF)	2	1	0	3
VHS	0	0	0	0
YA Audio book (YAUDB)	0	3	0	3
YA Biography (YAB)	0	1	0	1
YA Books on CD (YABKCD)	0	0	0	0
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	128	98	103	329
YA Music CD (YACD)	0	3	0	3
YA Nonfiction (YANF)	11	8	6	25
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	0	0	0	0
				0
Free reads	187	125	27	339
Games/Puzzles	40	3	15	58
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8231	6998	5017	20246

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1738	1414	774	3926
Nonfiction	627	656	336	1619
CHILDREN'S BOOKS				
Fiction	2468	1451	1427	5346
Nonfiction	658	281	297	1236
YA BOOKS				
Fiction	181	237	112	530
Nonfiction	11	9	6	26
Preloaded Dig Dev, Child	5	15	11	31
Magazines, Adult	321	95	54	470
Magazines, Children	26	10	9	45
Sound Recordings, adult	71	155	93	319
Sound Recordings, ch	130	85	105	320
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	57	77	45	179
STEAM Kits	11	2	3	16

Vertical file	2	1	0	3
VHS/DVD/Blu-Ray	1351	2173	1411	4935
Equipment	58	97	20	175
Total	7715	6758	4703	19176
A-V Circulation	1552	2413	1609	5574
A-V Circulation as % of total	20.1%	35.7%	34.2%	29.1%

CIRCULATION STATISTICS

January 2023

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu- lation**	Added Vols.	Withdrew Vols.	**Circu- lation**	Added Vols.	Withdrew Vols.	**Circu- lation**	**Total Circ.**
ADULT BOOKS										
Fiction	21	150	**1,738**	73	32	**1,414**	25	185	**774**	**3,926**
Nonfiction	9	0	**627**	24	0	**656**	20	31	**336**	**1,619**
CHILDREN'S BKS										
Fiction	12	0	**2,468**	73	2	**1,451**	17	0	**1,427**	**5,346**
Nonfiction	3	1	**658**	7	0	**281**	4	0	**297**	**1,236**
YA BOOKS										
Fiction	3	0	**181**	2	0	**237**	8	0	**112**	**530**
Nonfiction	0	0	**11**	0	0	**9**	0	0	**6**	**26**
Preloaded Dig Dev	0	0	**5**	0	0	**15**	0	0	**11**	**31**
Magazines,Adult	0	0	**321**	0	0	**95**	0	0	**54**	**470**
Magazines, Child	0	0	**26**	0	0	**10**	0	0	**9**	**45**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	11	0	**71**	28	0	**155**	33	0	**93**	**319**
Sound Rec/Child	0	0	**130**	0	0	**85**	1	0	**105**	**320**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**57**	0	0	**77**	0	0	**45**	**179**
STEAM Kits	0	0	**11**	0	0	**2**	0	0	**3**	**16**
Vertical Files	0	0	**2**	0	0	**1**	0	0	**0**	**3**
DVD/BluRay	16	2	**1,351**	72	1	**2,173**	8	3	**1,411**	**4,935**
Equipment	0	0	**58**	0	0	**97**	0	0	**20**	**175**
TOTAL	75	153	**7,715**	279	35	**6,758**	116	219	**4,703**	**19,176**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	86,990	80,244	61,752
Circulation Increase/Decrease	**6.5%**	**14.5%**	**10.5%**

MONTHLY SYSTEM STATISTICS	2022	2023	% change
Current month's Circulation	17,402	19,176	10.2%
Jan. to date circulation	17,402	19,176	10.2%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
25,030	24,901	17,333	17,374	15,201	15,041	**Fiction**
19,707	19,716	19,494	19,518	8,693	8,682	**Nonfiction**
						CHILDREN'S BKS
16,660	16,672	15,383	15,454	14,040	14,057	**Fiction**
9,784	9,786	6,588	6,595	6,814	6,818	**Nonfiction**
						YA BOOKS
2,584	2,587	3,416	3,418	3,574	3,582	**Fiction**
679	679	352	352	83	83	**Nonfiction**
15	15	23	23	32	32	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,864	3,875	1,062	1,090	5,091	5,124	**Sound Rec/Adult**
677	677	4,201	4,201	836	837	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-69	-69	-21	-21	**Software**
0	0	0	0	0	0	**SRCS**
0	0	9	9	6	6	**STEAM Kits**
104	104	-1	-1	43	43	**Vertical Files**
7,800	7,814	11,476	11,547	7,392	7,397	**VHS/DVD/Blu-ray**
118	118	87	87	58	58	**Equipment**
87,068	86,990	80,000	80,244	61,855	61,752	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
R5

March 2007

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	295	64	182	39	283	61	760	165
LOCAL HISTORY								
In person	3	1	2	1	0	0	5	1
Letters written	7	7	8	8	0	0	15	15
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	450	19	227	9	152	6	829	35
Internet use-Wireless	1116		1395		744		3255	
VCR Use	0	0	0	0	0	0	0	0
Microforms	14	2	18	2	0	0	32	4
Public FAX24	36		16		30		82	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	44	15	0	0	44	15
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	5		2		2		9	
Outreach activities	33	33	0	0	0	0	33	22
Curbside Service	5	1	1	0	0	0	6	2
Meeting Room Use (no. of group	53	18	49	16	23	8	125	42
Study room use	30	3	41	3	26	2	97	8
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	8	0	15	0	3	0	26	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							4544	
IN-HOUSE USE ITEMS	314		300		71		685	
SELF-CHECKOUT USE	0		312		51		363	
INTERLIBRARY LOANS								
Requests made for:	20	5	20	5	24	6	64	16
Items rec'd for:	21	11	16	8	18	9	55	28
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	6293	10568	3943	20804
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	226	445	99	770
Number of New Patrons Added	20	21	26	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	3	18	1	6	1	6	5	30

Number attending	33		2		18			
Children's Programs (0-5)	5	30	7	42	2	12	14	84
Number attending	97		75		16		188	
Children's Programs (6-11)	1	6	4	24	6	36	11	66
Number attending	6		35		395		436	
YA Programs (12-17)	2	12	1	6	0	0	3	18
Number attending	21		3		0		24	
Adult Programs	8	48	11	66	4	24	23	138
Number attending	44		116		30		190	
Total Number of Programs	**19**	114	**24**	144	**13**	78	**56**	336
Total Persons Attending	**201**		**231**		**459**		**838**	
Total Attending Same Month Last Yr.	159		99		403		661	
Total Staff Hours Spent		276		252		171	699	688
Total Number of In-House Progran	**12**		**21**		**9**		**42**	
Total Attendance	**102**		**150**		**101**		**353**	
Total Number of Outreach Progran	**7**		**3**		**4**		**14**	
Total Attendance	**99**		**81**		**358**		**538**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5229	67.4%	4201	62.2%	3620	76.7%	13050	67.9%
Corporate	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Juvenile 0-11	76	1.0%	161	2.4%	113	2.4%	350	1.8%
Juvenile-AV	784	10.1%	522	7.7%	560	11.9%	1866	9.7%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	175	2.3%	183	2.7%	50	1.1%	408	2.1%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	12	0.2%	10	0.1%	7	0.1%	29	0.2%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	27	0.4%	0	0.0%	27	0.1%
School	0	0.0%	59	0.9%	0	0.0%	59	0.3%
School AV	2	0.0%	46	0.7%	0	0.0%	48	0.2%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	99	1.5%	0	0.0%	99	0.5%
Staff	1009	13.0%	1132	16.8%	274	5.8%	2415	12.6%
Walking books	76	1.0%	20	0.3%	4	0.1%	100	0.5%
YA 12-17	42	0.5%	83	1.2%	7	0.1%	132	3.4%
YA-AV	353	4.6%	211	3.1%	84	1.8%	648	3.4%
Total	7758		6754		4719		19231	
All items borrowed by nonresidents	189	2.4%	325	4.8%	57	1.2%	571	3.0%

R7

Salary Ordinance 2023
Updated 2/13/23

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Shannon Boon	Clerk	$10.48	1/17/23	14	W
Isabelle Hoitsma	Page	$7.25	1/25/23	10	D

We have hired Shannon Boon as Wheatfield Clerk, replacing Stone Ruffalo, who no longer works for the library. We have hired Isabelle Hoitsma as DeMotte Page, replacing Grace Brennan, who no longer works for the library

We have examined and approved the changes to the 2023 Jasper County Public Library Salary Ordinance. Dated 2/13/23.

Janelle Harper

Janett Kingman

R 10

Jasper County Public Library Debit/Credit Card Processing Policy

All debit/credit card transactions must be conducted in person with card present or in person using a digital credit card or digital wallet. There is a $5 minimum charge required in order to pay with credit/debit cards; no refunds may be issued. If the internet is down, debit/credit card payments cannot be accepted. This service can only be used for processing credit card payments and may not be used to provide a cash advance.

In consideration of PCI Compliance staff should never write down credit/debit card numbers or include in correspondence.

Debit/Credit cards may not be used to purchase items being sold by the Friends of the Library.

JCPL-owned credit cards may not be processed in library-owned card terminals.

202

Adopted 9/2013; revised 2/2023

R 12

Jasper County Public Library
Anticipated Improvements –
January 2023

Rensselaer Public Library (headquarters) – built 1992

- new or upgraded HVAC system – **most urgent**
- renovation – a repurposed floor plan (we do not need more square footage, but we need to use what we have more effectively as we have run out of space for staff)
- new window treatments
- new floor covering (in some areas) – primarily meeting rooms, staff workroom, and some public areas
- painting in some areas
- updated furniture
- LED light retrofit – interior
- security cameras and/or system
- **considering a generator – currently seeking quote but board has not decided – the library has never had a generator**

DeMotte Public Library (branch) – built 1992

- new floor covering (in most areas)
- meeting room divider
- new wall coverings/painting
- new window treatments
- updated furniture
- new or upgraded HVAC system (new boilers – 2008)
- LED light retrofit - interior
- security cameras and/or system

Wheatfield Public Library (branch) – built 2005

- new roof – **most urgent**
- new floor covering (in most areas)
- evaluation of heating/cooling system and possible upgrades
- LED light retrofit - interior
- security cameras and/or system

Director's Report
January 2023

Consent Agenda

You will be approving the minutes of the January board meetings, bills, and financial reports.

2023 Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the 2023 Salary Ordinance Update as presented.**

Policies for Review: There are five policies up for review in February: Fax Policy, JCPL Board Commitment, JCPL Staff Commitment, Gift Policy, and Debit/Credit Card Processing Policy. There are no recommended revisions to the Fax Policy, JCPL Board Commitment, JCPL Staff Commitment, or Gift Policy. We do recommend a minor but important revision to the Debit/Credit Card Processing Policy. Please see R 10.
Our patrons greatly appreciate that we accept payment via Debit/Credit Card. To make this happen we use Square as our vendor. Thankfully, Square handles the PCI Requirements that we are required to follow for this service. To explain - Payment Card Industry (PCI) compliance is mandated by credit card companies to help ensure the security of credit card transactions in the payments industry. There are a lot of detailed requirements, and we are thankful that Square handles them for us. Even with Square taking care of PCI for us, we try to stay abreast of 'best practices' for handling debit/credit cards. A recently received Tech Tip from our accounting software vendor underscored the importance of not writing down credit/debit card numbers. To that end we have added a sentence to the board policy that states we will not do that. We do not think that staff have been doing this, but putting the statement in the policy shows that the library recognizes the importance of not doing it and are committed to not doing it. **If you approve the Consent Agenda items, you will approve revisions to the Debit/Credit Card Processing Policy as presented.**

Nonresident Borrowing Fee: Our fee is presently $75.15 (and has been since 2019). Our per capita operating expenditures for 2022 was $76.93. In order to comply with state requirements, we must set the cost of our Nonresident Borrowing Fee to equal or exceed $76.93. Setting the fee at $77 would keep us in compliance and be a nice round number for staff and patrons. If you want to talk about setting a fee other than $77, you will need to ask that the issue be removed from the Consent Agenda. **If you approve the Consent Agenda items, you will approve setting the Nonresident Borrowing Fee at $77.**

General Business

Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian: Linda Poortenga and Janice Wilma will make their reports to the board.

Purchase – Replacement Computers: I am requesting that the board approve, retroactively,the purchase of replacements pcs with associated peripherals at a cost of $36,637. Normally these plans and an associated cost are discussed and approved at budget recommendation time. We did not have specific information at that time, so I am bringing it to the board retroactively. We were hoping to make this purchase last fall but had trouble receiving timely quotes from vendors. Quotes were received and evaluated, and the purchase was finally made in January with equipment received at the beginning of February. I allowed staff to proceed with the purchase because purchasing replacement pcs is a part of our regular operations, and we needed them as quickly as we could get them. **A board vote is required to approve the purchase retroactively.**

Rensselaer Library Chiller Repair: As you know we have some issues with our Rensselaer HVAC system. These have been discussed previously. The most critical matter at hand is our chiller which has a refrigerant leak that places our unit at risk of major failure. There are two options to correct the issue. Option 1 – Replace End Bell/cover Plate of Chiller Bundle at a cost of $17,980 plus any additional refrigerant and Option 2 – Existing End Bell/Cover Plate Piping Connection Repair at a cost of $13,870 plus any additional refrigerant. Precision provided these solution options for us and recommends Option 1, indicating that the current leak will be resolved with this option. With Option 2, Precision may find that the leak is unrepairable and could make it worse. Precision also suggested an additional option, based on age and condition, chiller replacement. I requested budget pricing for this option. It took weeks for Precision to provide the pricing, originally requested in November and just received on February 7. The Budget Pricing for replacing the chiller came in at $88,765. Current lead time is 16-20 weeks! I recommend that we proceed with repairing the chiller with Option 1 at a cost of $17,980. That will ensure that we are ready for warm weather this spring, and allow us to thoughtfully plan for replacement. **A board vote is required to proceed with Option 1 chiller repair.**

Relatedly, you will remember that I met with Kevin Moore at the end of 2022 about a generator for the Rensselaer Library. After our January board meeting I emailed him to see if he had any information for me. He explained in an email *"I am still trying to come up with a comprehensive plan that will work with your building. This one is a challenge due to the installation and layout of the electrical equipment. At this point, the only feasible option that I see to make it work, would be to back up the entire building. That would take a sizable generator to make that happen. I will need to get a demand report from the City utility office to see what your maximum load is and size it accordingly."* It sounds like a generator will likely be an expensive project, so I have added it to the list I have created for the Board, titled Anticipated Improvements. **Please see R 12.** This list is a starting point for discussion and future planning.

Last year we discussed bringing in an engineer or architect for an expert assessment of our buildings. I asked Ed Dumas for assistance with that in December when I was in discussion with him about our Rensselaer HVAC system. He agreed that working with an engineer would be advisable. At nearly the same time, he shared that he was retiring and that he recommended the library work with another Hodges & Davis attorney, Emilie Hunt in future. He arranged a time for us to meet, and I met with Ed and Emilie mid- January at the Rensselaer office. The meeting went well. I brought Emilie up to speed on the situation at hand – our need for an engineer, to help with the Rensselaer HVAC issues and help us with our list of anticipated improvements. Within three days she emailed two suggestions. She recommended working with either Abonmarche or Skillman. Both are general services engineers who could assist with the multiple projects that are anticipated over the next several years. I was excited to see Abonmarche on the list as we have worked with them. Ed recommended their assistance with demolition of our houses a few years ago, and they did a wonderful job for us. Additionally, I believe they work with the Town of DeMotte on town projects. **I recommend that we reach out to Abonmarche since they are known to us to see if they can assist with HVAC Repair/Replacement issues at the Renssealer Library and also assist with future planning. Additionally, I recommend that the library work with attorney Emilie Hunt from Hodges & Davis as recommended by Ed. Her firm does have an office in Rensselaer, and they have all of our files for the matters that Ed has assisted with. His recommendation means a lot to me.**

Indiana Public Library Annual Report 2022: Our report is ready for submission. I have a cover page that must be signed by our Board President, Julie, and then I will submit our report signature page well ahead of the March 1 deadline. You will receive a copy of the report for your board binder at our February meeting, and I will review some highlights.

Director's Report:

Rayann completed the complicated and time-consuming Annual Financial Report for the library, a financial report that must be submitted by the fiscal officer to the State Board of Accounts by the end of February. A law that went into effect July 2, 2009 requires that *not later than 60 days after the expiration of each calendar year, a political subdivision (with a budget of at least $300,000) shall publish an annual report of the receipts and expenditures of the political subdivision during the preceding calendar year.* We plan to publish our annual report in the Rensselaer Republican and KV Post on February 23, 2023. The State Board of Accounts defines our fiscal officer as the board treasurer, so our LAR will be submitted electronically by Janelle using her own username/password issued by the SBA. Janelle also submitted our 100R as required in January.

I attended Indiana Library Federation Statehouse Day on February 7. This year they encouraged library staff to attend and meet with legislators. I had the pleasure of meeting with Representative Kendell Culp who made me feel very welcomed at the statehouse and Representative Michael Aylesworth who lives just north of DeMotte in Hebron, Indiana. I really enjoyed my visit with Kendell as I learned about his experiences so far as a new legislator and some proposed legislation he drafted. I had the opportunity to observe the House in action which is always interesting. Three bills have been introduced this session regarding Materials Harmful to Minors and Indiana public libraries. Associated bill numbers are Senate Bill 12, House Bill 1130, and House Bill 1522. I am not in support of these bills as they are currently written and this has been expressed to the legislators who serve our service area. I am in support of Senate Bill 340 which would create the Imagination Library of Indiana. I sent a letter of support to the Senate Education Committee Members prior to a hearing on the bill.

The Library Director and Youth Services Manager from the Monticello Public Library have scheduled a meeting with us on February 21 to learn about our story walk project. They would like to establish a story walk in their community. Shannon, Autumn, and I will meet with them. We are excited to share the story of our project with them.

System Administrator News

Sheila reports, “Chris continues to work to get our email server migrated to the cloud. He’s still troubleshooting issues with this. Our Windows Update (WSUS) server won’t properly clean up files. Chris has determined that the WSUS server needs to be rebuilt. I’m hoping it can wait until we put new servers in place. I compiled tech-related Annual Report stats for Patty; prepped and researched Facebook Boost for Rachel K's Dr. Nichols book discussion; purchased annual replacement computers and computer equipment.” This equipment has arrived and has been unpacked and checked in as per Internal Controls requirements.

Technical Services News

Becky reports, “The year started off with some TLC hardware issues. Things were running very slowly, and we were failing to connect to TLC. They informed me that a RAID controller was broken. There are 2 of them for each library they host, and since one of ours was broken, we were only running with one. The result was the slowdowns we were experiencing. They were able to replace the part by the 5th of January, and we were back in business. We’ve also had some hiccups with SRCS. I worked with Rachel Kuhn to make some changes to our rules so that items cannot be Auto Renewed by patrons, but other libraries are able to renew items as renewals are requested. I’m a little fuzzy on how it all works. There are multiple irregularities with renewals, and it is a work in progress.”

DeMotte Library News

Shannon reports, “Winter Reading 2023, “All the Feels,” is going well. We have 63 active readers between the youth and adult challenge. An active reader is anyone who has logged reading or activity during the challenge dates. We’ve had 232 books and

4,949 minutes logged so far – now those are exciting stats to report! We won the DeMotte Chamber's First Annual Christmas decorating contest for businesses! To say we were excited is an understatement! The Chamber gave us a pizza party and staff greatly enjoyed it. Dan repainted the handrails in the back stairwell, and they look very nice. Marlene booked the traveling "Auto Indiana" exhibit from the Indiana Historical Society for the month of April. She was also contacted by LaPorte Library about KV yearbook donations they received. They sent them via InfoExpress and one of them is a year we were missing. We only need one more year to complete the collection. A wonderful story of libraries working together!"

Rensselaer Library News

Linda reports, "Precision came and worked on our HVAC system. It is currently holding its own against the extreme conditions. We have relocated our Friends book sale space, and hope to increase the Large Print area in the coming month to the previous book sales area. We are waiting to allow time for foot traffic pattern to change and make sure that patrons are not going to try to buy the books they will find in the previous book sale area. We have signs up on the empty shelves noting "additional Future home of Large Print books". The JCPL Winter Beanstack Read, "All the Feels" started on January 1 and will go until February 27, with weekly & a Grand prize drawing at each library."

Wheatfield Library News

Evie reports, "Morgan has created some new displays, including updated endcap and Library Reads displays, 2022 Indiana Authors Awards, and National Hot Tea Month. To create interest in the Winter Reading Program, Morgan also placed face emojis throughout the building (the theme of the program). A patron comment was noted by Carolynn regarding our displays – "a reciprocal patron complimented us on our library displays around the library- new books, awesome books, audiobooks, lobby display, art wall. She said that they don't do this at her home library."

Please contact me if you are unable to attend the February Board meeting or if you have any questions about material in your packet.-Patty

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JCPL FINANCIAL STATEMENT

January 31, 2023

	Beginning 2023 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,452,984.16	$173,484.23	$173,484.23	$67,086.73	$67,086.73	$1,346,586.66
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$28,544.83	$238.57	$238.57	$3,360.00	$3,360.00	$31,666.26
DeMotte	$10,206.61	$130.34	$130.34	$2,650.00	$2,650.00	$12,726.27
Rensselaer	$15,220.35	$108.23	$108.23	$110.00	$110.00	$15,222.12
Wheatfield	$3,117.87	$0.00	$0.00	$600.00	$600.00	$3,717.87
Library Improvement Reserve Fund	$232,697.44	$0.00	$0.00	$20.40	$20.40	$232,717.84
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$1,883,891.24	$0.00	$0.00	$6,823.68	$6,823.68	$1,890,714.92
Includes Investments of: $1,833,346.39						
Broadband Connectivity Grant Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$237.15	$211.99	$211.99	$28.09	$28.09	$53.25
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ARP Grant Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$8,155.06	$8,155.06	$8,155.06	$8,155.06	$0.00
FICA Tax Collected	$0.00	$8,257.77	$8,257.77	$8,257.77	$8,257.77	$0.00
State Tax Collected	$0.00	$3,641.58	$3,641.58	$3,641.58	$3,641.58	$0.00
County Tax Collected	$0.00	$2,874.97	$2,874.97	$2,874.97	$2,874.97	$0.00
INPRS	$0.00	$3,093.02	$3,093.02	$3,093.02	$3,093.02	$0.00
Deferred Comp Plan	$0.00	$1,840.00	$1,840.00	$1,840.00	$1,840.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,198.20	$3,198.20	$3,385.42	$3,385.42	$187.22
Life Insurance	$0.00	$310.62	$310.62	$311.48	$311.48	$0.86
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,601,767.72	$205,306.01	$205,306.01	$108,878.20	$108,878.20	$3,505,339.91

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Bank Balances

Jasper County Public Library

Report as of: **1/31/23**

	Bank	
1	Alliance Bank	$1,671,723.52
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$1,833,346.39
	Total all banks =	**$3,505,339.91**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$1,804,521.98		Rainy Day	7/29/22	$6,818.65	Jan-23

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$6,818.65**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 1/1/23 *To* 1/31/23

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$86,944.00	$0.00	$86,944.00	$7,140.46	$7,140.46	$79,803.54	91.8
1.12 SALARY OF ASSISTANTS	$1,220,279.00	$0.00	$1,220,279.00	$96,819.42	$96,819.42	$1,123,459.58	92.1
1.13 WAGES OF JANITORS	$99,251.00	$0.00	$99,251.00	$6,434.05	$6,434.05	$92,816.95	93.5
1.21 EMPLOYER'S SHARE-FICA	$107,595.00	$0.00	$107,595.00	$8,257.77	$8,257.77	$99,337.23	92.3
1.22 UNEMPLOYMENT COMPENSATION	$2,531.00	$0.00	$2,531.00	$272.89	$272.89	$2,258.11	89.2
1.23 EMPLOYER'S CONTRIB.- PERF	$125,868.00	$0.00	$125,868.00	$10,183.51	$10,183.51	$115,684.49	91.9
1.24 EMPLOYER'S CONTRIB.- INS.	$175,454.00	$0.00	$175,454.00	$13,154.53	$13,154.53	$162,299.47	92.5
Subtotal	*$1,817,922.00*		$1,817,922.00	$142,262.63	$142,262.63	$1,675,659.37	92.2
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$6,500.00	$0.00	$6,500.00	$0.00	$0.00	$6,500.00	100.0
2.21 CLEANING & SANITATION SUPPLIES	$7,500.00	$0.00	$7,500.00	$0.00	$0.00	$7,500.00	100.0
2.23 OTHER OPERATING SUPPLIES	$6,500.00	$0.00	$6,500.00	$125.00	$125.00	$6,375.00	98.1
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	100.0
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$0.00	$750.00	100.0
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$171.20	$171.20	$16,328.80	99.0
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$40,750.00*		$40,750.00	$296.20	$296.20	$40,453.80	99.3
3. Other Services and Charge							

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F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$0.00	$0.00	$7,000.00	100.0
3.14 OTHER PROFESSIONAL SERVICES	$6,200.00	$0.00	$6,200.00	$1,032.35	$1,032.35	$5,167.65	83.3
3.145 DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$1,058.00	$1,058.00	$29,042.00	96.5
3.146 E-BOOKS SERVICES	$40,000.00	$0.00	$40,000.00	$0.00	$0.00	$40,000.00	100.0
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,084.84	$1,084.84	$12,915.16	92.3
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$98.00	$98.00	$1,902.00	95.1
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$675.49	$675.49	$19,324.51	96.6
3.24 PROFESSIONAL MEETINGS	$7,500.00	$0.00	$7,500.00	$133.39	$133.39	$7,366.61	98.2
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$8.73	$8.73	$1,791.27	99.5
3.26 NETWORKING	$92,220.00	$0.00	$92,220.00	$2,813.11	$2,813.11	$89,406.89	96.9
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$0.00	$800.00	100.0
3.33 MARKETING ADVERTISING	$4,500.00	$0.00	$4,500.00	$0.00	$0.00	$4,500.00	100.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$200.00	$200.00	$300.00	60.0
3.42 OTHER INSURANCE	$31,000.00	$0.00	$31,000.00	$0.00	$0.00	$31,000.00	100.0
3.51 GAS	$25,000.00	$0.00	$25,000.00	$3,033.54	$3,033.54	$21,966.46	87.9
3.52 ELECTRICITY	$129,000.00	$0.00	$129,000.00	$7,126.52	$7,126.52	$121,873.48	94.5
3.53 WATER	$3,500.00	$0.00	$3,500.00	$229.09	$229.09	$3,270.91	93.5
3.54 WASTE DISPOSAL SERVICES	$9,000.00	$0.00	$9,000.00	$635.37	$635.37	$8,364.63	92.9
3.61 BUILDING & STRUCTURES	$122,930.00	$0.00	$122,930.00	$723.55	$723.55	$122,206.45	99.4
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72 EQUIPMENT RENTALS	$400.00	$0.00	$400.00	$69.39	$69.39	$330.61	82.7
3.91 DUES	$2,600.00	$0.00	$2,600.00	$112.00	$112.00	$2,488.00	95.7
3.93 TAXES & ASSESSMENTS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$124,053.00	$0.00	$124,053.00	$9,626.24	$9,626.24	$114,426.76	92.2
Subtotal	*$725,523.00*		$725,523.00	$28,659.61	$28,659.61	$696,863.39	96.0
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$88,000.00	$0.00	$88,000.00	$482.16	$482.16	$87,517.84	99.5
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$815.33	$815.33	$149,184.67	99.5
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$777.84	$777.84	$15,722.16	95.3
4.53 NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$190.46	$190.46	$59,809.54	99.7
Subtotal	*$314,500.00*		$314,500.00	$2,265.79	$2,265.79	$312,234.21	99.3
Grand Total	$2,898,695.00	$0.00	$2,898,695.00	$173,484.23	$173,484.23	$2,725,210.77	94.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3c

F3d

Appropriation Report for 815 SALES TAX

Jasper County Public Library

Report Date: From **1/1/23** *To* **1/31/23**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.93 TAXES & ASSESSMENTS	$0.00	$0.00	$0.00	$211.99	$211.99	($211.99)	#Div/0!
Subtotal	*$0.00*		$0.00	$211.99	$211.99	($211.99)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$211.99	$211.99	($211.99)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From 1/1/23 **To** 1/31/23

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1	PAYROLL	1/10/23	PAYROLL	$55,924.87
39120	2	AARON'S LAWN CARE	1/9/23	DeM & Wh: Snow removal 12/23/22	$370.00
39121	3	ANTHEM BLUE CROSS BLUE	1/9/23	Health insurance premiums- January 2023	$15,153.97
39122	4	ANTHEM LIFE	1/9/23	Life insurance premiums- January 2023	$109.41
39123	5	AVC TECHNOLOGY CORPORA	1/9/23	2023 AVC Accounting & Payroll software service agreement	$2,136.00
39124	6	BAKER & TAYLOR	1/9/23	Books, Continuations, AV, Auto. Yours	$882.45
39125	7	BAKER & TAYLOR ENTERTAIN	1/9/23	AV	$123.76
39126	8	BRIGHTSPEED	1/9/23	Rens: Fax line service- January 2023	$63.85
39127	9	BUSINESS CARD	1/9/23	Amazon Web Services storage, Summer Reading Workshop expenses, Bingo prizes	$130.74
39128	10	CHICAGO TRIBUNE	1/9/23	DeM & Rens: Newspaper subscriptions Acct# 20468938	$467.34
39129	11	CULLIGAN WATER CONDITIO	1/9/23	Wh: Water Cooler Rental- January 2023	$14.39
39130	12	DELTA DENTAL	1/9/23	Dental insurance premiums- January 2023	$520.64
39131	13	DEMOTTE CHAMBER OF COM	1/9/23	2023 Chamber membership dues	$60.00
39132	14	ENA SERVICES LLC	1/9/23	Internet Service- December 2022	$1,807.50
39133	15	FIRST MERCHANTS BANK	1/9/23	Safe Deposit Box rental- 2023	$55.00
39134	16	ICC BUSINESS PRODUCTS	1/9/23	Office chair	$381.16
39135	17	INDIANA GROCERY GROUP, L	1/9/23	Summer Reading prizes, Noon Years Eve program snacks, Nerf Night snacks, Santa Visit snacks, Quest Trekkers & Anime program snacks, Staff Christmas Party food	$178.89
39136	18	INDIANA WASTE SERVICE	1/9/23	DeM. & Wh: Trash pick-up January 2023	$174.50
39137	19	KAPCO	1/9/23	Easy Hold magazine reinforcements	$171.20
39138	20	KONE	1/9/23	DeM: Elevator Maintenance Agreement 1/1-3/31/23	$513.27
39139	21	MAPLETRONICS COMPUTERS	1/9/23	Consultant services- remote ESET update	$975.00
39140	22	MICHAEL R. ANDERSON	1/9/23	Rens: Snow removal & sidewalk salting	$225.00
39141	23	MIDWEST TAPE LLC	1/9/23	AV	$17.99
39142	24	M W INSURANCE AGENCY	1/9/23	Board Treasurer & Assistant Treasurer Bonds	$200.00
39143	25	NIMBO IP LLC	1/9/23	Monthly Managed Service- December 2022	$815.00
39144	26	NIPSCO	1/9/23	DeM & Wh: Gas & electric service 11/29-12/29/22	$6,498.03
39145	27	NITCO	1/9/23	DeM: Local phone service January 2023	$139.59
39146	28	POSTMASTER	1/9/23	Pre-stamped postcards	$98.00
39147	29	RENSSELAER CHAMBER OF C	1/9/23	Annual Chamber Dinner- 2 attendees	$50.00
39148	30	RENSSELAER ROTARY CLUB	1/9/23	4th quarter dues & meals	$112.00
39149	31	ROEING CORPORATION	1/9/23	CyberPower replacement battery cartridge	$101.00
39150	32	THE LIBRARY CORPORATION	1/9/23	OPAC Enhanced Content: Mar 2023-Feb 2024; SIP Software: Mar 2023-Feb 2024	$6,757.00
39151	33	TRUGREEN PROCESSING CE	1/9/23	Ice melt	$125.00
39152	34	UNIQUE	1/9/23	Collections: Initial/Secondary Placements- December 2022	$131.40
39153	35	VSP INSURANCE CO. (CT)	1/9/23	Vision insurance premiums- January 2023	$202.81
39154	36	ZOOBEAN INC	1/9/23	Beanstack 1 year license, 1/15/23-1/14/24	$1,058.00
0	37	CHRISTINA SANDERS	1/10/23	Courier Mileage: 12/16-12/3/2022 (Conf# 1190)	$310.00
0	38	INPRS fbo PERF	1/10/23	INPRS Contributions 1/10/23 Payroll	$6,713.39
0	39	IRS USA TAXPAYMENT	1/10/23	Federal Withholding, Medicare, & FICA withheld 1/10/23 Payroll (Acknowledgement #75622715)	$12,478.20
0	40	NATIONWIDE	1/10/23	Annuity withheld 1/10/23 Payroll	$920.00
0	41	TOWN OF DEMOTTE	1/10/23	Dem: Sewer & Water: December 2022 (Conf#1188)	$146.89
0	42	TOWN OF WHEATFIELD	1/10/23	Wh: Sewer Service January 2023 (Conf#1189)	$77.35
0	43	PAYROLL	1/25/23	PAYROLL	$54,469.06

F4b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	44	INDIANA DEPT OF REVENUE	1/23/23	Sales Tax collected in 2022 less collection allowance. (paid via INTIME confirmation# 0-011-386-723)	$211.99
0	45	AFLAC	1/25/23	Supplemental Insurance January 2023 (conf#1194)	$676.52
0	46	ALLIANCE BANK	1/25/23	Direct Deposit Fees - December 2022	$36.80
0	47	BRIGHTSPEED	1/25/23	Wh: Fax line January 2023 (conf# 1192)	$66.40
0	48	CHRISTINA SANDERS	1/25/23	Courier Mileage: 1/1-1/15/23 (conf# 1193)	$365.49
0	49	CITY OF RENSSELAER	1/25/23	Rens: Utilities: 12/6/22-1/5/23 (Conf# 152371280)	$4,127.75
0	50	INDIANA DEPARTMENT OF HO	1/25/23	Demotte Elevator Operating Permit Renewal (2023)	$128.55
0	51	INDIANA DEPT. OF WORKFOR	1/25/23	4th Quarter 2022 Unemployment Compensation Payment (conf# 1000770861)	$272.89
0	52	INDIANA DEPT OF REVENUE	1/25/23	State & County Taxes withheld January 2023 Payroll (conf# 0-011-465-813)	$6,516.55
0	53	INPRS fbo PERF	1/25/23	INPRS Contributions 1/25/23 Payroll	$6,563.14
0	54	IRS USA TAXPAYMENT	1/25/23	Federal Withholding, Medicare, & FICA withheld 1/25/23 Payroll (Acknowledgement #90222355)	$12,192.40
0	55	NATIONWIDE	1/25/23	Annuity withheld 1/25/23 Payroll	$920.00
0	56	POST-TRIBUNE	1/25/23	DeM & Rens: Newspaper subscriptions Acct#44365252	$211.50
0	57	RENSSELAER REPUBLICAN	1/25/23	Rens: Newspaper subcription Acct# 0043509 (conf# 1196)	$99.00
0	58	T-MOBILE	1/25/23	Hotspot Data Service 12/2/22-1/1/23 (Conf #1191)	$1,005.61
0	59	ALLIANCE BANK	1/31/23	Positive Pay Fee- January 2023	$15.00
0	60	SQUARE, INC	1/31/23	Merchant Processing Fees- January 2023	$36.77
				Total Amount of Claims	**$205,306.01**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, February 9, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$205,306.01**

Date this 13th **day of** February **,20**23 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
January 31, 2023

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$1,063.68	$1,063.68
DeMotte	$266.92	$266.92		
Rensselaer	$486.91	$486.91		
Wheatfield	$309.85	$309.85		
PHOTOCOPIES:			$1,310.25	$1,310.25
DeMotte	$191.05	$191.05		
Rensselaer	$965.50	$965.50		
Wheatfield	$153.70	$153.70		
INTEREST (Checking, Repurchase, CDs):			$122.46	$122.46
TAXES:			$64,180.08	$64,180.08
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
LIT Certified Shares	$64,180.08	$64,180.08		
TAXABLE SALES:-			$1.27	$1.27
REFUNDS:			$408.99	$408.99
Rebates/Refund	$0.00	$0.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$400.00	$400.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$8.99	$8.99		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$67,086.73**	**$67,086.73**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$3,360.00	$3,360.00
DeMotte	$2,650.00	$2,650.00		
Rensselaer	$110.00	$110.00		
Wheatfield	$600.00	$600.00		
LIB. IMPROV. RESERVE FUND:			$20.40	$20.40
Interest Earned	$20.40	$20.40		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$6,823.68	$6,823.68
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$6,823.68	$6,823.68		
Interfund Transfer	$0.00	$0.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$0.00
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$28.09	$28.09
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$77,318.90**	**$77,318.90**

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WITHHOLDING ACCOUNT FUNDS:			$31,559.30	$31,559.30
FIT Tax Collected	$8,155.06	$8,155.06		
FICA Collected	$8,257.77	$8,257.77		
State Tax Collected	$3,641.58	$3,641.58		
County Tax Collected	$2,874.97	$2,874.97		
INPRS	$3,093.02	$3,093.02		
Deferred Comp Plan	$1,840.00	$1,840.00		
Pre-tax Insurance Plan	$3,385.42	$3,385.42		
Life Insurance	$311.48	$311.48		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$108,878.20**	**$108,878.20**

F6a

Voucher List

Jasper County Public Library

Report Date: From **2/1/23** *To* **2/13/23**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	61	PAYROLL	2/10/23	PAYROLL	$62,462.65
0	62	CHRISTINA SANDERS	2/10/23	Courier Mileage: 1/16-1/131/23 (conf# 1199)	$487.32
0	63	INPRS fbo PERF	2/10/23	INPRS Contributions 2/10/23 Payroll	$7,354.69
0	64	IRS USA TAXPAYMENT	2/10/23	Federal Withholding, Medicare, & FICA withheld 2/10/23 Payroll (Acknowledgement #63659891)	$14,296.49
0	65	NATIONWIDE	2/10/23	Annuity withheld 2/10/23 Payroll	$920.00
0	66	TOWN OF DEMOTTE	2/10/23	Dem: Sewer & Water: January 2023 (Conf#1197)	$150.94
0	67	TOWN OF WHEATFIELD	2/10/23	Wh: Sewer Service February 2023 (Conf#1198)	$77.35
39155	68	AARON'S LAWN CARE	2/13/23	DeM & Wh: Snow removal	$740.00
39156	69	ACE HARDWARE	2/13/23	Maintenance supplies	$63.51
39157	70	A. E. BOYCE COMPANY, INC.	2/13/23	W2 & 1099 forms, W2 & 1099 envelopes	$110.90
39158	71	ANTHEM BLUE CROSS BLUE	2/13/23	Health insurance premiums- February 2023	$15,153.97
39159	72	ANTHEM LIFE	2/13/23	Life insurance premiums- February 2023, K. Lakin- Dec 2022 & Jan 2023 premiums	$122.01
39160	73	BAKER & TAYLOR	2/13/23	Books, Continuations, AV, Auto. Yours	$8,518.43
39161	74	BAKER & TAYLOR ENTERTAIN	2/13/23	AV	$1,795.71
39162	75	BETTER CONTAINERS MFG. C	2/13/23	Love My Library bags	$209.57
39163	76	BRIGHTSPEED	2/13/23	Rens: Fax line service- February 2023	$64.22
39164	77	BUSINESS CARD	2/13/23	Amazon Web Services storage, background check, maintenance & library supplies	$733.34
39165	78	CAPITAL ONE	2/13/23	Walmart: Library & office supplies	$490.13
39166	79	CAPITAL ONE TRADE CREDIT	2/13/23	Kem's Hardware: door kick down, anchors	$27.56
39167	80	CARDINAL COPIER SOLUTION	2/13/23	Quarterly maintenance agreement on DeMotte staff copier; contract overage 10/2/22-1/1/23	$255.50
39168	81	CENTER POINT LARGE PRINT	2/13/23	Book	$27.71
39169	82	CHERYL VALLIS	2/13/23	Valentine Heart Craft program presenter	$220.00
39170	83	CULLIGAN WATER CONDITIO	2/13/23	Wh: Water Cooler Rental- February 2023; 5-gallon drinking water- 5	$64.14
39171	84	DELL MARKETING L.P.	2/13/23	Monitors, USB Slim DVD+/-RW drives, soundbars,laptops, CPUs	$33,062.26
39172	85	DELTA DENTAL	2/13/23	Dental insurance premiums- February 2023; A. Fagenbaum- Jan 2023 premium	$520.64
39173	86	DEMCO INC	2/13/23	Library supplies	$214.40
39174	87	ENA SERVICES LLC	2/13/23	Internet Service- January 2023	$1,807.50
39175	88	ICC BUSINESS PRODUCTS	2/13/23	Office, library, & janitorial supplies	$174.07
39176	89	INDIANA DEPT. OF ENVIRONM	2/13/23	Wh: Annual public water system fee	$100.00
39177	90	INDIANA GROCERY GROUP, L	2/13/23	Winter Reading prizes, Quest Trekkers snacks	$19.78
39178	91	INDIANA LIBRARY FEDERATIO	2/13/23	Statehouse Day registration- P. Stringfellow	$25.00
39179	92	INDIANA WASTE SERVICE	2/13/23	DeM. & Wh: Trash pick-up February 2023	$174.50
39180	93	MAGAZINE SUBSCRIPTION SE	2/13/23	June - August 2023 magazine renewals	$1,796.87
39181	94	MICHAEL R. ANDERSON	2/13/23	Rens: Snow removal	$400.00
39182	95	MIDWEST TAPE LLC	2/13/23	Hoopla: advance digital payment; AV	$3,260.15
39183	96	NIMBO IP LLC	2/13/23	Monthly Managed Service- January 2023	$815.00
39184	97	NIPSCO	2/13/23	DeM & Wh: Gas & electric service 12/29/22-1/31/23	$6,926.44
39185	98	NITCO	2/13/23	DeM: Local phone service February 2023	$139.59
39186	99	ODP BUSINESS SOLUTIONS, L	2/13/23	Janitorial, library, office, & maintenance supplies	$855.82
39187	100	OVERDRIVE, INC.	2/13/23	Deposit on Account for Future Content Purchases	$7,750.00
39188	101	PATTY STRINGFELLOW	2/13/23	Mileage 2/7/23	$118.56
39189	102	PLAYAWAY PRODUCTS, LLC	2/13/23	Wonderbooks, power adapter, playaways	$1,503.30
39190	103	PURDUE UNIVERSITY	2/13/23	Heart Smart program presenter	$60.00
39191	104	QUILL LLC	2/13/23	Janitorial, office, & library supplies	$837.01

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39192	105	RENSSELAER CHAMBER OF C	2/13/23	2023 Annual Membership Dues	$75.00
39193	106	RENSSELAER REPUBLICAN	2/13/23	Wh: Newspaper subcription Acct# 0038731	$99.00
39194	107	STEVE'S SPECIALIZED SERVI	2/13/23	Laundry	$96.00
39195	108	THE LIBRARY STORE	2/13/23	Shelving	$1,968.43
39196	109	TRUGREEN PROCESSING CE	2/13/23	Ice melt	$240.00
39197	110	ULINE	2/13/23	Filament tape, clear protective insert for sign holder	$151.90
39198	111	UNIQUE	2/13/23	Collections: Initial/Secondary Placements- January 2023	$142.35
39199	112	VISUAL EDGE IT, INC	2/13/23	Quarterly maintenance agreement on Rens. & Wh. Staff copiers	$1,052.25
39200	113	VSP INSURANCE CO. (CT)	2/13/23	Vision insurance premiums- February 2023; A. Fagenbaum Jan 2023 premium	$202.81
39201	114	BRIGHTSPEED	2/13/23	Wh: Fax line February 2023	$66.77
39202	115	KAPCO	2/13/23	Poly covers	$157.50
39203	116	TECH LOGIC	2/13/23	CircIT Software Renewal- 1yr (3/1/2023-2/28/2024)	$1,383.00
				Total Amount of Claims	**$180,542.04**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, February 13, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $180,542.04

Date this 13th **day of** February **,20**23 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

MAR.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, March 13, 2023, 6pm
Rensselaer Public Library

Opening of Meeting Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of February Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
2023 Staff Development Day (R 12)
Workshop Request (R 12)

General Business

Update – Rensselaer Library Chiller Repair (R 12) Information
Anticipated Improvements (R 12)
/Asset Management Plan Information

Director's Report (R 12-R 15) Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **February 13, 2023**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Kevin Kaluf, Janelle Harper, Janet Umlauf, Janett Kingman, Patricia Stringfellow, Rayann Gilmore, Linda Poortenga, Janice Wilma
Absent: Mark Heinig, Julie Davidson, Kristie Housman

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the January Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Fax Policy, JCPL Board Commitment, JCPL Staff Commitment & Gift Policy reviews, Debit/Credit Card Processing Policy revisions and setting the Nonresident Borrowing Fee at $77 were approved as presented on a motion by J. Kingman and seconded by J. Umlauf. Motion passed.

Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian:
L. Poortenga, Rensselaer Headquarters Librarian, reported the library has a new database, Candid, and Database Coordinator, Mel Widner, is offering training on this new resource for nonprofits searching for grant opportunities. The Indiana Legal Kiosk was installed in mid-November. The Kiosk, made possible through a partnership between the Indiana Bar Foundation and the Indiana Housing & Community Development Authority, provides assistance for patrons with specific housing needs such as foreclosure or rent/eviction. The Rensselaer Library Building held a 30th Birthday celebration and community ARTwork display. Many of the pieces were still on display throughout the Christmas/New Year season. We had 47 pieces of artwork on display. It was a wonderful turnout and was enjoyed by many artists of all ages. We recently removed the shelving on the large 8' table outside of the Local History room. A tabletop power strip will be added to allow family history researchers to have space to work on their projects. Removing the taller wood shelves also allowed greater light and visibility of our Genealogy area and the Jasper County Historical Societies' display case! We received a five-star review on our Google Business Profile with the patron commenting, "This is the nicest library around and the staff is tremendous with children." St Augustine school students and teachers came in and caroled for the library staff and patrons from around the circulation desk area. There were 57 students and teachers/principal who surprised us with song. They wanted to express their appreciation for all the library does for them. They did a wonderful job and made the library feel festive and appreciated!

J. Wilma, Rensselaer Youth Services Librarian, shared that programing is back in full swing, and we are happy to see so many new patrons coming to the library. We are beginning to get a few more teens back and we had a good turnout of teen volunteers for summer reading. The first three Tuesdays of every month we provide story times for our pre-school patrons. Each month we gear our activities to a different age group; Lap Sit 0 to 23 months, Toddler Time 2- & 3-year-olds, and Story Time 3 - 5-year-olds. The program usually involves a story, sometimes using puppets or stuffed animals to hold the children's interest. We also may include finger plays and music. For some story times we will include some gross motor or fine motor activities such as tossing soft objects, rolling balls to each other, or dancing with scarves. Caregivers and other age children are always welcome to participate in all story times. One of the other programs we provide is Third Thursday, for first through fifth grade students. Each month there is a different theme and different activities. Some of the topics covered were the power of water, board games and making treats and toys for animals in our local shelter. A STEAM program-Science, Technology, Engineering, Art, Math is held once a month. We have done hands on programs with making crystals, putting together bird houses, and learning about the human heart. The Saint Augustine students continue to use the library weekly as their home library. We provide them with stories, books, and reference services. We gave away books for Children's book week. The Summer Reading Program theme was "An Ocean of Possibilities". The participants learned many facts about the ocean and ocean animals. We had a visit from Hedgehog Hannah and Humane Indiana who always provide fun and interesting animals as well as many facts about the animals. The teens really loved our Pour Painting program and making tie dyed shirts. We had overwhelming support again this year from local businesses that helped us be able to give away great prizes. Our teen volunteers always do a great job and really enjoyed the activities as well. Head Start has returned to the library. CDC really enjoys our visits with attendance almost doubling since the closure of Help at Home. We participated in Family Night at the Farmers Market.

Purchase – Replacement Computers: We request that the board approve retroactively, the purchase of replacement pcs with associated peripherals at a cost of $36,637. Normally these plans and an associated cost are discussed and approved at budget recommendation time. We did not have specific information at that time, so we are bringing it to the board retroactively. The hope was to make this purchase last fall but had trouble receiving timely quotes from vendors. Quotes were received and evaluated, and the purchase was finally made in January with equipment received at the beginning of February. Staff were allowed to proceed with the purchase because purchasing replacement pcs is a part of our regular operations, and we needed them as quickly as we could get them. J. Umlauf moved to approve the purchase of replacement computers retroactively, seconded by J. Harper. Motion passed.

Rensselaer Library Chiller Repair: We have some issues with our Rensselaer HVAC system. These have been discussed previously. The most critical matter at hand is our chiller which has a refrigerant leak that places our unit at risk of major failure. Precision, our HVAC vendor, has provided two options to correct the issue. Option 1 – Replace End Bell/Cover Plate of Chiller Bundle at a cost of $17,980 plus any additional refrigerant and Option 2 – Existing End Bell/Cover Plate Piping Connection Repair at a cost of $13,870 plus any additional refrigerant. Precision recommends Option 1, indicating that the current leak will be resolved with this option. With Option 2, Precision may find that the leak is unrepairable and could make it worse. Based on age and condition, chiller replacement was also suggested. Budget pricing for this option was requested in November and just received on February 7. The budget pricing for replacing the chiller came in at $88,765 with a lead time of 16-20 weeks. We recommend proceeding with Option 1 at a cost of $17,980 to ensure that we are ready for warm weather this spring, and to allow us to thoughtfully plan for replacement. J. Harper moved that we proceed with Option 1, seconded by J. Kingman. Motion passed.

Relatedly, Kevin Moore is working on a generator quote for the Rensselaer Library. He has explained that this one is a challenge due to the installation and layout of the electrical equipment. He is collecting some needed information from the city utility office to size the generator accordingly. It sounds like a generator will likely be an expensive project, so it has been added to the list of Anticipated Improvements. This list is a starting point for discussion and future planning. Last year we discussed bringing in an engineer or architect for an expert assessment of our buildings. We asked our attorney, Ed Dumas, for assistance with that in December. He agreed that working with an engineer would be advisable. At nearly the same time, he shared that he was retiring and that he recommended the library work with another Hodges and Davis attorney, Emilie Hunt in future. P. Stringfellow met with Ed and Emilie mid-

January at the Rensselaer office. The meeting went well and Emilie was brought up to speed on our need for an engineer, to help with the Rensselaer HVAC issues and help us with our list of anticipated improvements. She has recommended working with either Abonmarche or Skillman. Both are general service engineers who could assist with the multiple projects that are anticipated over the next several years. We worked with Abonmarche, at Ed's recommendation, for the demolition of our houses in DeMotte a few years ago, and they did a wonderful job for us. Abonmarche was not able to help us with the design of the parking lot at DeMotte due to their being the engineers for the Town of DeMotte. The Town of DeMotte had to approve that project. We are hopeful that Abonmarche will be able to help with an assessment of the DeMotte Library and any of the improvements as they won't require approval by the Town. We recommend reaching out to Abonmarche since they are known to us to see if they can assist with HVAC Repair/Replacement issues at the Rensselaer Library and also assist with future planning at all three libraries. Additionally, we recommend that the library work with attorney Emilie Hunt from Hodges & Davis as recommended by Ed. Her firm has an office in Rensselaer, and they have all of our files for the matters that Ed has assisted with. His recommendation means a lot.

Review of Indiana Public Library Annual Report 2022: Board members received a copy of our Indiana Public Library Annual Report 2022. P. Stringfellow pointed out some of the highlights including the summary of our finances and service counts. There is a cover page that must be signed by the Board President which will then be submitted along with the report well ahead of the March 1 deadline.

Director's Report: P. Stringfellow attended the Indiana Library Federation Statehouse Day on February 7. She was able to meet with Representative Kendell Culp and Representative Michael Aylesworth. The Library Director and Youth Services Manager from the Monticello Public Library have scheduled a meeting with us on February 21 to learn about our story walk project. They would like to establish a story walk in their community. We are happy to share the story of our project with them.

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 6:44 PM, seconded by J. Harper.

Janet Umlauf

Janet Umlauf, Secretary

Attest: K. Kaluf, President Pro-Tem

CIRCULATION BY HOLDINGS CODE
February 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	29	1	1	31
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	37	1	0	38
Blu-Ray (DBR)	127	1	2	130
Books on CD (DBKCD)	37	0	1	38
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	7	3	1	11
Digital Audiobooks (DDA)	18	1	0	19
DVD (DDVD)	1096	44	30	1170
Equipment (DEQP)	39	0	0	39
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	405	16	7	428
Fiction Fantasy (DFICF)	3	1	0	4
Fiction Inspirational (DFICI)	162	5	2	169
Fiction Mystery (DFICM)	69	14	3	86
Fiction New (DFICNEW)	315	19	15	349
Fiction Science Fiction (DFICSF)	4	0	0	4
Fiction Western (DFICW)	4	0	0	4
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	39	4	1	44
Hanging Bags (DHANG)	29	3	3	35
Hotspots (DWIFI)	5	26	6	37
ILL (DILL)	38	4	0	42
Internet (DINTER)	447	0	0	447
Juv. Audio book (DJAUDB)	17	0	0	17
Juv. Biography (DJBIO)	40	0	0	40
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	41	0	0	41
Juv. Digital Device (DJDDP)	17	0	0	17
Juvenile Easy (DJE)	975	29	45	1049
Juv. Easy Non-fiction (DJENF)	51	0	0	51
Juv. Easy Reader (DJER)	352	5	0	357
Juv. Easy Reader NF (DJERN)	18	0	0	18
Juv. Fiction (DJFIC)	584	3	3	590
Juv. Graphic Novel (DJGN)	234	2	0	236
Juv. Holiday books (DJHOL)	51	1	1	53
Juv. Launchpads (DPTAB)	5	0	0	5
Juv. Magazine (DJMAG)	51	0	0	51
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	393	14	12	419
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	109	2	1	112
Large Print Fiction (DLPF)	133	19	7	159
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	93	1	11	105
Large Print Nonfic (DLPNF)	13	1	0	14
Large Print Western (DLPW)	3	0	0	3
Magazine (DMAG)	311	0	0	311
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	4	0	0	4
Nonfiction 100 (DNF100)	13	2	0	15
Nonfiction 200 (DNF200)	15	4	0	19
Nonfiction 300 (DNF300)	40	2	1	43
Nonfiction 400 (DNF400)	1	1	0	2
Nonfiction 500 (DNF500)	37	0	0	37
Nonfiction 600 (DNF600)	141	3	3	147
Nonfiction 700 (DNF700)	38	7	1	46
Nonfiction 800 (DNF800)	21	3	2	26
Nonfiction 900 (DNF900)	37	1	3	41
Nonfiction Blu-Ray (DNFBR)	1	0	1	2
Nonfiction DVD (DNFDVD)	19	2	1	22
Nonfiction (DNFIC)	7	1	0	8
Nonfiction New (DNFNEW)	106	13	5	124
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	1	0	0	1
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	2	0	0	2
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	79	0	79
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	8	0	0	8
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	106	6	1	113
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	5	0	0	5
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	1	0	0	1

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	0	18	2	20
Blu-Ray (RBR)	1	206	2	209
Books on CD (RBKCD)	1	37	1	39
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	1	56	1	58
Digital Audiobooks (RDA)	0	6	0	6
DVD (RDVD)	30	1616	32	1678
Equipment (REQP)	0	3	0	3
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	30	491	8	529
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	11	257	17	285
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	3	91	0	94
Hanging Bag (RHANG)	0	54	6	60
Hotspots (RWIFI)	4	30	6	40
ILL (RILL)	1	29	0	30
Internet (RINTER)	0	260	0	260
Juv. Audio book (RJAUDB)	1	4	0	5
Juv. Biography (RJBIO)	3	16	3	22
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	14	0	14
Juv. Digital Device (RJDDP)	0	7	0	7
Juvenile Easy (RJE)	12	710	23	745
Juv. Easy Non-fiction (RJENF)	1	71	6	78
Juv. Easy Reader (RJER)	6	338	2	346
Juv. Easy Reader NF (RJERN)	2	36	1	39
Juv. Fiction (RJFIC)	20	252	2	274
Juv. Graphic Novel (RJGN)	10	182	3	195
Juv. Launchpads (RPTAB)	2	15		17
Juv. Magazine (RJMAG)	0	1	0	1
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	6	140	14	160
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	6	96	1	103
Large Print Fiction (RLPF)	4	136	0	140
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	7	149	5	161
Large Print Nonfic (RLPNF)	1	4	0	5
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	91	0	91
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	3	1	4
Non-Fiction 100 (RNF100)	0	9	6	15

Non-Fiction 200 (RNF200)	0	13	0	13
Non-Fiction 300 (RNF300)	2	41	2	45
Non-Fiction 400 (RNF400)	0	4	1	5
Non-Fiction 500 (RNF500)	0	23	2	25
Non-Fiction 600 (RNF600)	19	133	5	157
Non-Fiction 700 (RNF700)	0	52	2	54
Non-Fiction 800 (RNF800)	0	13	0	13
Non-Fiction 900 (RNF900)	2	46	1	49
Nonfiction Blu-Ray (RNFBR)	0	1	0	1
Nonfiction DVD (RNFDVD)	2	74	1	77
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	3	113	13	129
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	2	0	2
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	61	10	4	75
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	2	55	57
STEAM Kits (RSTEAM)	0	11	0	11
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	5	0	5
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	5	82	3	90
YA Music CD (RYACD)	0	1	0	1
YA Nonfiction (RYANF)	0	10	2	12
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	1	11	12
Blu-Ray (WBR)	3	1	169	173
Books on CD (WBKCD)	0	2	60	62
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	1	7	14	22
Digital Audiobooks (WDA)	0	0	5	5
DVD (WDVD)	14	28	1185	1227
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	14	21	181	216
Fiction Fantasy (WFICF)	0	1	7	8
Fiction Inspirational (WFICI)	3	1	129	133
Fiction Mystery (WFICM)	0	4	33	37

Fiction New (WFICNEW)	21	8	137	166
Fiction Science Fiction (WFICSF)	0	0	1	1
Fiction Western (WFICW)	0	0	4	4
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	10	1	27	38
Hanging Bags (WHANG)	0	0	69	69
Hotspots (WWIFI)	2	32	7	41
ILL (WILL)	2	1	28	31
Internet (WINTER)	0	0	127	127
Juv. Audio book (WJAUDB)	2	1	11	14
Juv. Biography (WJBIO)	0	1	5	6
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	1	1
Juv. Digital Device (WJDDP)	2	0	8	10
Juvenile Easy (WJE)	22	6	505	533
Juv. Easy Non-fiction (WJENF)	0	0	64	64
Juv. Easy Reader (WJER)	6	1	196	203
Juv. Easy Reader NF (WJERN)	0	0	4	4
Juv. Fiction (WJFIC)	14	11	335	360
Juv. Graphic Novel (WJGN)	3	3	148	154
Juv. Launchpads (WPTAB)	2	0	16	18
Juv. Magazine (WJMAG)	0	0	18	18
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	10	8	205	223
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	1	0	228	229
Large Print Fiction (WLPF)	7	6	78	91
Large Print Inspirational (WLPI)	0	3	2	5
Large Print Mystery (WLPM)	0	3	5	8
Large Print New (WLPN)	8	3	54	65
Large Print Nonfic (WLPNF)	3	3	10	16
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	0	0	43	43
Non-Fiction 000 (WNF000)	0	0	3	3
Non-Fiction 100 (WNF100)	1	0	18	19
Non-Fiction 200 (WNF200)	0	2	16	18
Non-Fiction 300 (WNF300)	2	1	20	23
Non-Fiction 400 (WNF400)	0	1	2	3
Non-Fiction 500 (WNF500)	1	0	13	14
Non-Fiction 600 (WNF600)	8	4	82	94
Non-Fiction 700 (WNF700)	1	4	30	35
Non-Fiction 800 (WNF800)	0	0	4	4
Non-Fiction 900 (WNF900)	0	1	32	33
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	0	1	56	57
Nonfiction (WNFIC)	0	0	3	3
Nonfiction New (WNFNEW)	7	7	55	69
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	3	3
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	1	1	0	2
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	5	5
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	1	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	13	12	82	107
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	1	1
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7448	6599	4960	19007

CIRCULATION BY HOLDINGS CODE
February 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	29	1	1	31
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	37	20	13	70
Blu-Ray (BR)	132	209	174	515
Books on CD (BKCD)	38	39	62	139
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	9	66	16	91
Digital Audiobooks (DA)	18	7	5	30
DVD (DVD)	1140	1688	1247	4075
Equipment (EQP)	39	3	0	42
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	449	528	196	1173
Fiction Fantasy (FICF)	3	2	7	12
Fiction Inspirational (FICI)	165	6	131	302
Fiction Mystery (FICM)	69	18	36	123
Fiction New (FICNEW)	347	284	169	800
Fiction Science Fiction (FICSF)	4	0	1	5
Fiction Western (FICW)	4	0	4	8

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	52	96	28	176
Hanging Bags (HANG)	29	57	78	164
Hotspots (WIFI)	11	88	19	118
ILL (ILL)	41	34	28	103
Internet (INTR)	447	260	127	834
Juv. Audio book (JAUDB)	20	5	11	36
Juv. Biography (JBIO)	43	17	8	68
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	41	14	1	56
Juv. Digital Device (JDDP)	19	7	8	34
Juvenile Easy (JE)	1009	745	573	2327
Juv. Easy Non-Fiction (JENF)	52	**71**	70	193
Juv. Easy Reader (JER)	364	344	198	906
Juv. Easy Reader NF (JERN)	20	36	5	61
Juv. Fiction (JFIC)	618	266	340	1224
Juv. Graphic Novel (JGN)	247	187	151	585
Juv. Holiday (JHOL)	51	1	1	53
Juv. Launchpads (PTAB)	9	15	16	40
Juv. Magazine (JMAG)	51	1	18	70
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	409	162	231	802
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	116	98	230	444
Large Print Fiction (LPF)	144	161	85	390
Large Print Inspirational (LPI)	0	3	2	5
Large Print Mystery (LPM)	0	3	5	8
Large Print New (LPN)	108	153	70	331
Large Print Nonfic (LPNF)	17	8	10	35
Large Print Western (LPW)	3	0	0	3
Magazine (MAG)	311	91	43	445
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	4	3	4	11
Non-Fiction 100 (NF100)	14	11	24	49
Non-Fiction 200 (NF200)	15	19	16	50
Non-Fiction 300 (NF300)	44	44	23	111
Non-Fiction 400 (NF400)	1	6	3	10
Non-Fiction 500 (NF500)	38	23	15	76
Non-Fiction 600 (NF600)	168	140	90	398
Non-Fiction 700 (NF700)	39	63	33	135
Non-Fiction 800 (NF800)	21	16	6	43
Non-Fiction 900 (NF900)	39	48	36	123
Non-Fiction Blu-Ray (NFBR)	1	1	1	3
Non-Fiction DVD (NFDVD)	21	77	58	156
Nonfiction (NFIC)	7	1	3	11
Nonfiction New (NFNEW)	116	133	73	322
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	2	0	0	2
Professional Coll. (PROF)	0	0	0	0

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	1	2	3	6
Reference (REF)	18	22	37	77
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	3	1	0	4
Software (SWAR)	1	0	0	1
SRCS (SRCS) DeMotte	61	10	4	75
SRCS (From other libraries III-SRC	0	79	0	79
SRCS (SRCSW) Wheatfield	0	2	55	57
STEAM Kits (STEAM)	8	11	5	24
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	5	1	6
YA Biography (YAB)	0	0	0	0
YA Books on CD (YABKCD)	0	0	1	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	124	100	86	310
YA Music CD (YACD)	0	1	0	1
YA Nonfiction (YANF)	5	10	3	18
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	1	0	0	1
				0
Free reads	155	110	54	319
Games/Puzzles	47	0	23	70
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7669	6732	5075	19476

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1452	1268	760	3480
Nonfiction	624	592	414	1630
CHILDREN'S BOOKS				
Fiction	2403	1677	1498	5578
Nonfiction	555	251	310	1116
YA BOOKS				
Fiction	176	196	114	486
Nonfiction	5	10	3	18
Preloaded Dig Dev, Child	9	15	16	40
Magazines, Adult	311	91	43	445
Magazines, Children	51	1	18	70
Sound Recordings, adult	65	117	85	267
Sound Recordings, ch	90	77	90	257
Online databases	0	0	0	0
Software	1	0	0	1
SRCS	61	91	59	211
STEAM Kits	8	11	5	24

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1295	1977	1483	4755
Equipment	50	91	19	160
Total	7156	6465	4917	18538
A-V Circulation	1451	2171	1658	5280
A-V Circulation as % of total	20.3%	33.6%	33.7%	28.5%

CIRCULATION STATISTICS

Februry 2023

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	91	60	**1,452**	91	152	**1,268**	43	0	**760**	**3,480**
Nonfiction	37	5	**624**	50	145	**592**	18	786	**414**	**1,630**
CHILDREN'S BKS										
Fiction	45	3	**2,403**	49	24	**1,677**	59	2	**1,498**	**5,578**
Nonfiction	11	1	**555**	9	5	**251**	4	1	**310**	**1,116**
YA BOOKS										
Fiction	14	27	**176**	20	0	**196**	20	0	**114**	**486**
Nonfiction	3	0	**5**	0	0	**10**	0	7	**3**	**18**
Preloaded Dig Dev	0	0	**9**	0	0	**15**	0	0	**16**	**40**
Magazines,Adult	0	0	**311**	0	0	**91**	0	0	**43**	**445**
Magazines, Child	0	0	**51**	0	0	**1**	0	0	**18**	**70**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	10	108	**65**	9	1	**117**	28	163	**85**	**267**
Sound Rec/Child	4	0	**90**	15	1	**77**	0	1	**90**	**257**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	0	**0**	0	2	**0**	**1**
SRCS	0	0	**61**	0	0	**91**	0	0	**59**	**211**
STEAM Kits	0	0	**8**	0	0	**11**	0	0	**5**	**24**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	39	1	**1,295**	81	16	**1,977**	43	1	**1,483**	**4,755**
Equipment	0	0	**50**	0	0	**91**	0	0	**19**	**160**
TOTAL	254	205	**7,156**	324	344	**6,465**	215	963	**4,917**	**18,538**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	87,039	80,224	61,004
Circulation Increase/Decrease	**16.9%**	**25.1%**	**18.2%**

MONTHLY SYSTEM STATISTICS	2022	2023	% change
Current month's Circulation	15,447	18,538	20.0%
Jan. to date circulation	32,849	37,714	14.8%

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DEMOTTE COLLECTION		**RENSSELAER COLLECTION**		**WHEATFIELD COLLECTION**		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
24,901	24,932	17,374	17,313	15,041	15,084	**Fiction**
19,716	19,748	19,518	19,423	8,682	7,914	**Nonfiction**
						CHILDREN'S BKS
16,672	16,714	15,454	15,479	14,057	14,114	**Fiction**
9,786	9,796	6,595	6,599	6,818	6,821	**Nonfiction**
						YA BOOKS
2,587	2,574	3,418	3,438	3,582	3,602	**Fiction**
679	682	352	352	83	76	**Nonfiction**
15	15	23	23	32	32	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,875	3,777	1,090	1,098	5,124	4,989	**Sound Rec/Adult**
677	681	4,201	4,215	837	836	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-69	-69	-21	-23	**Software**
0	0	0	0	0	0	**SRCS**
0	0	9	9	6	6	**STEAM Kits**
104	104	-1	-1	43	43	**Vertical Files**
7,814	7,852	11,547	11,612	7,397	7,439	**VHS/DVD/Blu-ray**
118	118	87	87	58	58	**Equipment**
86,990	87,039	80,244	80,224	61,752	61,004	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

February 2023

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	251	54	186	40	285	62	722	156
LOCAL HISTORY								
In person	6	2	5	1	0	0	11	3
Letters written	5	5	11	11	0	0	16	16
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	447	19	260	11	127	5	834	35
Internet use-Wireless	1176		1456		728		3360	
VCR Use	0	0	0	0	0	0	0	0
Microforms	3	0	11	1	0	0	14	2
Public FAX24	33		17		33		83	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	15	5	0	0	15	5
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	2		14		1		17	
Outreach activities	26	26	7	5	0	0	33	22
Curbside Service	7	2	1	0	1	0	9	2
Meeting Room Use (no. of group	45	15	61	20	35	12	141	47
Study room use	45	4	46	4	33	3	124	10
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	36	0	0	0	11	0	47	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							4209	
IN-HOUSE USE ITEMS	283		2		56		341	
SELF-CHECKOUT USE	0		225		0		225	
INTERLIBRARY LOANS								
Requests made for:	22	6	23	6	39	10	84	21
Items rec'd for:	18	9	22	11	37	19	77	39
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	5790	10124	3674	19588
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	24	419	95	538
Number of New Patrons Added	55	27	20	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	2	12	0	0	2	12

Number attending	0		12		0			
Children's Programs (0-5)	9	54	6	36	5	30	20	120
Number attending	201		64		67		332	
Children's Programs (6-11)	2	12	4	24	5	30	11	66
Number attending	23		60		367		450	
YA Programs (12-17)	3	18	1	6	1	6	5	30
Number attending	19		6		41		66	
Adult Programs	8	48	12	72	6	36	26	156
Number attending	54		172		60		286	
Total Number of Programs	**22**	132	**25**	150	**17**	102	**64**	384
Total Persons Attending	**297**		**314**		**535**		**1134**	
Total Attending Same Month Last Yr.	191		116		559		866	
Total Staff Hours Spent		273		266		212	751	743
Total Number of In-House Progran	**15**		**21**		**13**		**49**	
Total Attendance	**198**		**225**		**182**		**605**	
Total Number of Outreach Progran	**7**		**4**		**4**		**15**	
Total Attendance	**99**		**89**		**353**		**541**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4922	68.3%	4124	63.9%	3626	73.8%	12672	68.3%
Corporate	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Juvenile 0-11	116	1.6%	234	3.6%	103	2.1%	453	2.4%
Juvenile-AV	705	9.8%	566	8.8%	560	11.4%	1831	9.9%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	130	1.8%	172	2.7%	172	3.5%	474	2.6%
Reciprocal Juvenile	12	0.2%	0	0.0%	3	0.1%	15	0.1%
Reciprocal Juvenile AV	2	0.0%	4	0.1%	0	0.0%	6	0.0%
Reciprocal YA	2	0.0%	0	0.0%	0	0.0%	2	0.0%
Reciprocal YA AV	0	0.0%	37	0.6%	0	0.0%	37	0.2%
School	0	0.0%	61	0.9%	0	0.0%	61	0.3%
School AV	0	0.0%	56	0.9%	0	0.0%	56	0.3%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	108	1.7%	2	0.0%	110	0.6%
Staff	929	12.9%	743	11.5%	366	7.5%	2038	11.0%
Walking books	85	1.2%	34	0.5%	0	0.0%	119	0.6%
YA 12-17	36	0.5%	87	1.3%	22	0.4%	145	2.9%
YA-AV	264	3.7%	223	3.5%	56	1.1%	543	2.9%
Total	7203		6449		4910		18562	
All items borrowed by nonresidents	146	2.0%	330	5.1%	175	3.6%	651	3.5%

Salary Ordinance 2023
Updated 3/13/23

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Diane Lyons	Library Asst I	$13.01	2/20/23	20	R

We have promoted Diane Lyons to Technical Services Library Assistant I, replacing Jean Lambert, who no longer works for the library.

We have examined and approved the changes to the 2023 Jasper County Public Library Salary Ordinance. Dated 3/13/23.

Janett Kingman

Kristi Hansen

Julie Davidson

Director's Report
February 2023

Consent Agenda

You will be approving the minutes of the February board meeting, bills, and financial reports.

2023 Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the 2023 Salary Ordinance Update as presented.**

2023 Staff Development Day: I am requesting permission to close all JCPL library locations on Monday, August 28, 2023, so that we may hold our 2023 Staff Development Day. We are planning in-person training this year. I will have more information about the details of our training day very soon. At this time, we simply wish to settle on a firm date so that all staff may plan around it. Content will be fleshed out after closure is approved. **If you approve the consent agenda, you will approve closing all JCPL locations for Staff Development Day on Monday, August 28, 2023.**

Workshop Request: I am requesting permission retroactively to register for a multi-day in-person workshop hosted by the Jasper Newton Foundation and held at Fair Oaks Farm March 8-10. Cost to attend is $100 – course content, breakfast, lunch, and snacks are included in this fee. Titled Ball State Community Development Course, this interactive workshop will feature expert content from Ball State University's Indiana Communities Institute and will create a dynamic learning environment that will gather community stakeholders from Jasper and Newton Counties. Grant funding from JNF, and JCEDO, and NCEDC kept the registration fees at a very affordable rate. **If you approve the Consent Agenda items, you will approve my having registered for the Ball State Community Development Course.**

General Business

Update – Rensselaer Library Chiller Repair: Last month you approved our proceeding with Option 1 for chiller repair at a cost of $17,980. I continue to work on this issue and will provide an update for you at our March meeting.

Anticipated Improvements/Asset Management Plan: Rayann and I met with Matt Keiser and Arvin Delacruz from Abonmarche on Monday, February 27. I explained our needs – the list of anticipated improvements for our system with emphasis on the current Rensselaer HVAC system situation which is the most urgent matter. They explained what they can do for us and are preparing a proposal for the board for, what they call, an asset management plan to help with the anticipated improvements and future planning. They also offered some thoughts about the chiller which I welcomed. I will explain in more detail at our March meeting and answer any questions you might have.

Director's Report:

Three policies are up for review in March: Microfilm Reader/Printer Policy, Leaves of Absence Policy, and LCD (Digital) Projector Policy. No revisions are recommended at this time. I have asked our employment law attorney to review our Leaves of Absence Policy. Any recommended revisions will be presented to the board for approval. Review is expected to be complete by March 10, so I may have more information for you at our March meeting.

JCPL received a donation in February in the amount of $3135.72 from the Prairie Writer's Guild, a long-standing writing group in our community that is disbanding. The donation will be divided equally, with each library receiving a third of the donation. The funds are to be expressly used by the three libraries to create or continue to offer writing groups that maintain association with the library. Funds could be used to bring in writers, provide supplies for writers, hold book discussions, hold virtual author meetings with aspiring writers, etc. I am sorry to see the end of the Prairie Writer's Guild, but I am pleased that they thought of us to make this donation.

Our newly digitized newspapers went live on Hoosier Chronicles on February 23. I encourage you to check out this digital collection. The newspapers are keyword searchable and can be accessed anywhere there is internet service.

We offered our first training session on our newly acquired Grants database on March 7. Melissa Widner led the training and reported at the conclusion of the noon session, "I think it went very well, and everyone was engaged. We had 10 people show from 13 registered, and I'm not sure if some of those who didn't show won't be planning to come tonight. Most said they found the event through the Chamber, but several did see it on Facebook. The searching went well, and one group looking for church renovation funding happened on a stellar example to use for an on-screen training - a foundation in North Carolina that is open to approach by letter, with clear cut requirements for what people need to do to request funding. It could not have been a better example. We were done about 10 minutes before the hour so I spent the time having the participants introduce themselves to each other and talk about their interests, which were more varied than I could have anticipated. We had an officer from the Jasper County Sheriff's Dept. looking for K9 funding, a retired police detective who runs national cadaver search dog training out of a private not-for-profit in Newton County (they did not know each other before today), a representative of DeMotte's LEAP (Leading the Education about Pigs) program, the director of the Brook Public Library who is also involved in the Hazelden home historical renovation, leaders from two different northern churches, and representatives of both the Newton County and Jasper County historical societies.
I am extremely positive about this training and feel it will be helpful to many groups in our community." I am very excited about this community impact and appreciate our partnership with the Jasper Newton Foundation to make it happen.

National Library Week is April 23-29. This year's theme is "There's More to the Story". Daily and weekly prize giveaways are planned.

This year's Summer Reading theme is All Together Now, We are planning a traditional four-week program in June, a reading program with book lists and presenters as we have always done. Patrons will use Beanstack to track their progress online and register for prizes. In July there will be a Passive Reading Program- participants will be encouraged to read from six categories with 4 titles each (same for adults with fewer titles each). Each library will hold prize drawings for participants. We will also offer activities related to the Firefly Awards, Indiana Center for the Book, for ages 0-5. There will be five books on a ballet. Patrons vote for their favorite and librarians turn in the votes for them. There will be programs offered related to the books, and the books will be marked 'express' to limit loans.

I closed all of our libraries at 2pm on Friday, March 3 due to the winter storm and conditions in our area.

Heavy rains moved through the area February 22-23. It was a great test for our new parking lot and dry creek bed at DeMotte Library. Everything passed with flying colors! We are still having some issues with soil washing down the newly landscaped hill onto the plaza area. We have been in touch with Countryside about that. They agree that it looks terrible and will patch the issue to further reduce the run-off. We are pleased with their responsiveness.

We received a copy of the Indiana State Library's Annual Report 2021. I was excited to see our newspaper digitization project featured in this glossy four-color report.

You will receive a Long-Range Plan report for the last quarter at our March 13 meeting.

System Administrator News

Sheila reports, "We've had increasing issues with our Windows Update Server. Chris has declared it "broken" and that it needs rebuilt. We decided not to spend time rebuilding it because we will be replacing it in the fall. We tried pointing all PCs to the Microsoft servers but that caused issues. Chris and I will discuss this on his next scheduled day to work remotely. On the 5th, I was running Windows Updates on our Exchange mail server and it hung. Chris was able to stop it and get email running again. He has tried since to install the update, and it hangs every time. On the 9th, we began receiving multiple login pop-ups in email during the day. Chris found that it's a Microsoft issue with hybrid O365 sites (Microsoft apps installed on servers on-site and in the cloud) as he has another hybrid client with the same issue. He's not sure why this is happening. He spent quite a bit of time troubleshooting with no luck, so we are going to plow ahead with moving our email to the cloud rather than spend time on this issue as it will be moot once our email is in the cloud. I met with Broc of ENA to discuss what bandwidth we want to apply for e-rate for 7/2023-6/2024. The 1G fiber price for Rensselaer dropped from $4140 to $2000. We decided to go with 7G for $2520."

Technical Services News

Becky reports, "We helped Sheila bring in the new computers she ordered. She has made use of the shelving along the walls for storage and organizational purposes. Kim and I held the adult Automatically Yours (AY) meeting. We are up to date with B&T for adult AY. I interviewed candidates for Jean's position, and promoted Diane Lyons. I posted the announcement to fill her previous position yesterday. Diane is being trained in cataloging and is also processing books until we fill her previous position."

DeMotte Library News

Shannon reports, "I worked with a patron and their behavioral specialist to bring in some live plants (thanks to Janice at Rensselaer Library for donating them) so that the patron could volunteer and water the plants. This will help the patron gain responsibility and help their developmental and social skills. I've been working on creating the Beanstack training that Autumn and I will present to all staff during the month of April. I contacted the DeMotte Elementary School principal, Josh Pearman, because the drop off line was going diagonal across the parking lot one morning making it very difficult for staff to park. Additionally, we've had several instances of cars going too fast and almost hitting staff. Mr. Pearman was very receptive and apologetic. He sent out an updated drop off/pick up map with reminders to slow down and watch for people through the Dojo classroom and the school's Facebook page."

Rensselaer Library News

Linda reports, "The large print collection shift is complete and provides nice space increase for a growing collection. We completed our "All the Feels" adult winter reading program, through Beanstack. Melissa Widner spoke at the Chamber meeting, which was held in the library conference room. She updated the attendees about our library services and marketed the FDO database and upcoming training sessions."

Wheatfield Library News

Evie reports, "We recently had a patron comment about DeMotte's Bingo program, and asked if we would consider offering here as well. We decided that was something we could easily do, and after looking at DeMotte's schedule, we offered our first "Friday Fun" event – since DeMotte seems to offer the program during the third week of the month, we are offering it during the first week. We had a good attendance and good feedback at our first event and are looking forward to continuing. We named the program "Friday Fun" so that we can offer various games (not just Bingo) if we find patrons desire to do so."

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet. -Patty

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JCPL FINANCIAL STATEMENT
February 28, 2023

	Beginning 2023 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,452,984.16	$234,612.31	$408,096.54	$66,750.87	$133,837.60	$1,178,725.22
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$28,544.83	$1,915.29	$2,153.86	$3,790.72	$7,150.72	$33,541.69
DeMotte	$10,206.61	$811.91	$942.25	$260.00	$2,910.00	$12,174.36
Rensselaer	$15,220.35	$617.43	$725.66	$3,250.72	$3,360.72	$17,855.41
Wheatfield	$3,117.87	$485.95	$485.95	$280.00	$880.00	$3,511.92
Library Improvement Reserve Fund	$232,697.44	$0.00	$0.00	$17.85	$38.25	$232,735.69
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund Includes Investments of: $1,839,745.93	$1,883,891.24	$0.00	$0.00	$6,403.94	$13,227.62	$1,897,118.86
Broadband Connectivity Grant Fund	$0.00	$1,807.50	$1,807.50	$18,520.35	$18,520.35	$16,712.85
Capital Projects Fund Includes Investments of:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$237.15	$0.00	$211.99	$17.59	$45.68	$70.84
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ARP Grant Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$9,336.88	$17,491.94	$9,336.88	$17,491.94	$0.00
FICA Tax Collected	$0.00	$8,982.62	$17,240.39	$8,982.62	$17,240.39	$0.00
State Tax Collected	$0.00	$3,935.90	$7,577.48	$3,935.90	$7,577.48	$0.00
County Tax Collected	$0.00	$3,136.09	$6,011.06	$3,136.09	$6,011.06	$0.00
INPRS	$0.00	$3,318.17	$6,411.19	$3,318.17	$6,411.19	$0.00
Deferred Comp Plan	$0.00	$1,890.00	$3,730.00	$1,890.00	$3,730.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,392.28	$6,590.48	$3,392.32	$6,777.74	$187.26
Life Insurance	$0.00	$303.98	$614.60	$302.32	$613.80	($0.80)
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,601,767.72	$272,631.02	$477,937.03	$129,795.62	$238,673.82	$3,362,504.51

F2

Bank Balances

Jasper County Public Library

Report as of: **2/28/2023**

	Bank	
1	Alliance Bank	$1,522,488.58
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$1,839,745.93
	Total all banks =	**$3,362,504.51**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$1,804,521.98		Rainy Day	7/29/2022	$6,818.65	Jan-23
								$6,399.54	Feb-23

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:	**$13,218.19**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **2/1/2023** *To* **2/28/2023**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$86,944.00	$0.00	$86,944.00	$7,314.66	$14,455.12	$72,488.88	83.4
1.12 SALARY OF ASSISTANTS	$1,220,279.00	$0.00	$1,220,279.00	$106,001.15	$202,820.57	$1,017,458.43	83.4
1.13 WAGES OF JANITORS	$99,251.00	$0.00	$99,251.00	$6,551.48	$12,985.53	$86,265.47	86.9
1.21 EMPLOYER'S SHARE-FICA	$107,595.00	$0.00	$107,595.00	$8,982.62	$17,240.39	$90,354.61	84.0
1.22 UNEMPLOYMENT COMPENSATION	$2,531.00	$0.00	$2,531.00	$0.00	$272.89	$2,258.11	89.2
1.23 EMPLOYER'S CONTRIB.- PERF	$125,868.00	$0.00	$125,868.00	$10,947.02	$21,130.53	$104,737.47	83.2
1.24 EMPLOYER'S CONTRIB.- INS.	$175,454.00	$0.00	$175,454.00	$12,979.69	$26,134.22	$149,319.78	85.1
Subtotal	*$1,817,922.00*		$1,817,922.00	$152,776.62	$295,039.25	$1,522,882.75	83.8
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$110.90	$110.90	$389.10	77.8
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$6,500.00	$0.00	$6,500.00	$942.76	$942.76	$5,557.24	85.5
2.21 CLEANING & SANITATION SUPPLIES	$7,500.00	$0.00	$7,500.00	$774.01	$774.01	$6,725.99	89.7
2.23 OTHER OPERATING SUPPLIES	$6,500.00	$0.00	$6,500.00	$348.14	$473.14	$6,026.86	92.7
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$46.58	$46.58	$353.42	88.4
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$0.00	$750.00	100.0
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$714.63	$885.83	$15,614.17	94.6
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$40,750.00*		$40,750.00	$2,937.02	$3,233.22	$37,516.78	92.1

3. Other Services and Charge

F3a

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13	LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$0.00	$0.00	$7,000.00	100.0
3.14	OTHER PROFESSIONAL SERVICES	$6,200.00	$0.00	$6,200.00	$207.32	$1,239.67	$4,960.33	80.0
3.145	DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$0.00	$1,058.00	$29,042.00	96.5
3.146	E-BOOKS SERVICES	$40,000.00	$0.00	$40,000.00	$10,750.00	$10,750.00	$29,250.00	73.1
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,085.58	$2,170.42	$11,829.58	84.5
3.22	POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$98.00	$1,902.00	95.1
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$1,052.59	$1,728.08	$18,271.92	91.4
3.24	PROFESSIONAL MEETINGS	$7,500.00	$0.00	$7,500.00	$25.00	$158.39	$7,341.61	97.9
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$84.44	$93.17	$1,706.83	94.8
3.26	NETWORKING	$92,220.00	$0.00	$92,220.00	$1,003.22	$3,816.33	$88,403.67	95.9
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$0.00	$800.00	100.0
3.33	MARKETING ADVERTISING	$4,500.00	$0.00	$4,500.00	$0.00	$0.00	$4,500.00	100.0
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$200.00	$300.00	60.0
3.42	OTHER INSURANCE	$31,000.00	$0.00	$31,000.00	$0.00	$0.00	$31,000.00	100.0
3.51	GAS	$25,000.00	$0.00	$25,000.00	$3,108.09	$6,141.63	$18,858.37	75.4
3.52	ELECTRICITY	$129,000.00	$0.00	$129,000.00	$7,868.70	$14,995.22	$114,004.78	88.4
3.53	WATER	$3,500.00	$0.00	$3,500.00	$282.89	$511.98	$2,988.02	85.4
3.54	WASTE DISPOSAL SERVICES	$9,000.00	$0.00	$9,000.00	$646.41	$1,281.78	$7,718.22	85.8
3.61	BUILDING & STRUCTURES	$122,930.00	$0.00	$122,930.00	$1,240.00	$1,963.55	$120,966.45	98.4
3.62	EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72	EQUIPMENT RENTALS	$400.00	$0.00	$400.00	$14.39	$83.78	$316.22	79.1
3.91	DUES	$2,600.00	$0.00	$2,600.00	$75.00	$187.00	$2,413.00	92.8
3.93	TAXES & ASSESSMENTS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.94	TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$124,053.00	$0.00	$124,053.00	$2,905.76	$12,532.00	$111,521.00	89.9
Subtotal	*$725,523.00*		$725,523.00	$30,349.39	$59,009.00	$666,514.00	91.9
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$88,000.00	$0.00	$88,000.00	$35,030.69	$35,512.85	$52,487.15	59.6
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$7,672.25	$8,487.58	$141,512.42	94.3
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$1,895.87	$2,673.71	$13,826.29	83.8
4.53 NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$3,950.47	$4,140.93	$55,859.07	93.1
Subtotal	*$314,500.00*		$314,500.00	$48,549.28	$50,815.07	$263,684.93	83.8
Grand Total	$2,898,695.00	$0.00	$2,898,695.00	$234,612.31	$408,096.54	$2,490,598.46	85.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Appropriation Report for 276 BROADBAND CONNECTIVITY

Jasper County Public Library

Report Date: From **2/1/2023** *To* **2/28/2023**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,807.50	$1,807.50	($1,807.50)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,807.50	$1,807.50	($1,807.50)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,807.50	$1,807.50	($1,807.50)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

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Voucher List

Jasper County Public Library

Report Date: From **2/1/2023** ***To*** **2/28/2023**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	61	PAYROLL	2/10/2023	PAYROLL	$62,462.65
0	62	CHRISTINA SANDERS	2/10/2023	Courier Mileage: 1/16-1/131/23 (conf# 1199)	$487.32
0	63	INPRS fbo PERF	2/10/2023	INPRS Contributions 2/10/23 Payroll	$7,354.69
0	64	IRS USA TAXPAYMENT	2/10/2023	Federal Withholding, Medicare, & FICA withheld 2/10/23 Payroll (Acknowledgement #63659891)	$14,296.49
0	65	NATIONWIDE	2/10/2023	Annuity withheld 2/10/23 Payroll	$920.00
0	66	TOWN OF DEMOTTE	2/10/2023	Dem: Sewer & Water: January 2023 (Conf#1197)	$150.94
0	67	TOWN OF WHEATFIELD	2/10/2023	Wh: Sewer Service February 2023 (Conf#1198)	$77.35
39155	68	AARON'S LAWN CARE	2/13/2023	DeM & Wh: Snow removal	$740.00
39156	69	ACE HARDWARE	2/13/2023	Maintenance supplies	$63.51
39157	70	A. E. BOYCE COMPANY, INC.	2/13/2023	W2 & 1099 forms, W2 & 1099 envelopes	$110.90
39158	71	ANTHEM BLUE CROSS BLUE	2/13/2023	Health insurance premiums- February 2023	$15,153.97
39159	72	ANTHEM LIFE	2/13/2023	Life insurance premiums- February 2023, K. Lakin- Dec 2022 & Jan 2023 premiums	$122.01
39160	73	BAKER & TAYLOR	2/13/2023	Books, Continuations, AV, Auto. Yours	$8,518.43
39161	74	BAKER & TAYLOR ENTERTAIN	2/13/2023	AV	$1,795.71
39162	75	BETTER CONTAINERS MFG. C	2/13/2023	Love My Library bags	$209.57
39163	76	BRIGHTSPEED	2/13/2023	Rens: Fax line service- February 2023	$64.22
39164	77	BUSINESS CARD	2/13/2023	Amazon Web Services storage, background check, maintenance & library supplies	$733.34
39165	78	CAPITAL ONE	2/13/2023	Walmart: Library & office supplies	$490.13
39166	79	CAPITAL ONE TRADE CREDIT	2/13/2023	Kem's Hardware: door kick down, anchors	$27.56
39167	80	CARDINAL COPIER SOLUTION	2/13/2023	Quarterly maintenance agreement on DeMotte staff copier; contract overage 10/2/22-1/1/23	$255.50
39168	81	CENTER POINT LARGE PRINT	2/13/2023	Book	$27.71
39169	82	CHERYL VALLIS	2/13/2023	Valentine Heart Craft program presenter	$220.00
39170	83	CULLIGAN WATER CONDITIO	2/13/2023	Wh: Water Cooler Rental- February 2023; 5-gallon drinking water- 5	$64.14
39171	84	DELL MARKETING L.P.	2/13/2023	Monitors, USB Slim DVD+/-RW drives, soundbars,laptops, CPUs	$33,062.26
39172	85	DELTA DENTAL	2/13/2023	Dental insurance premiums- February 2023; A. Fagenbaum- Jan 2023 premium	$520.64
39173	86	DEMCO INC	2/13/2023	Library supplies	$214.40
39174	87	ENA SERVICES LLC	2/13/2023	Internet Service- January 2023	$1,807.50
39175	88	ICC BUSINESS PRODUCTS	2/13/2023	Office, library, & janitorial supplies	$174.07
39176	89	INDIANA DEPT. OF ENVIRONM	2/13/2023	Wh: Annual public water system fee	$100.00
39177	90	INDIANA GROCERY GROUP, L	2/13/2023	Winter Reading prizes, Quest Trekkers snacks	$19.78
39178	91	INDIANA LIBRARY FEDERATIO	2/13/2023	Statehouse Day registration- P. Stringfellow	$25.00
39179	92	INDIANA WASTE SERVICE	2/13/2023	DeM. & Wh: Trash pick-up February 2023	$174.50
39180	93	MAGAZINE SUBSCRIPTION SE	2/13/2023	June - August 2023 magazine renewals	$1,796.87
39181	94	MICHAEL R. ANDERSON	2/13/2023	Rens: Snow removal	$400.00
39182	95	MIDWEST TAPE LLC	2/13/2023	Hoopla: advance digital payment; AV	$3,260.15
39183	96	NIMBO IP LLC	2/13/2023	Monthly Managed Service- January 2023	$815.00
39184	97	NIPSCO	2/13/2023	DeM & Wh: Gas & electric service 12/29/22-1/31/23	$6,926.44
39185	98	NITCO	2/13/2023	DeM: Local phone service February 2023	$139.59
39186	99	ODP BUSINESS SOLUTIONS, L	2/13/2023	Janitorial, library, office, & maintenance supplies	$855.82
39187	100	OVERDRIVE, INC.	2/13/2023	Deposit on Account for Future Content Purchases	$7,750.00
39188	101	PATTY STRINGFELLOW	2/13/2023	Mileage 2/7/23	$118.56
39189	102	PLAYAWAY PRODUCTS, LLC	2/13/2023	Wonderbooks, power adapter, playaways	$1,503.30
39190	103	PURDUE UNIVERSITY	2/13/2023	Heart Smart program presenter	$60.00
39191	104	QUILL LLC	2/13/2023	Janitorial, office, & library supplies	$837.01

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39192	105	RENSSELAER CHAMBER OF C	2/13/2023	2023 Annual Membership Dues	$75.00
39193	106	RENSSELAER REPUBLICAN	2/13/2023	Wh: Newspaper subcription Acct# 0038731	$99.00
39194	107	STEVE'S SPECIALIZED SERVI	2/13/2023	Laundry	$96.00
39195	108	THE LIBRARY STORE	2/13/2023	Shelving	$1,968.43
39196	109	TRUGREEN PROCESSING CE	2/13/2023	Ice melt	$240.00
39197	110	ULINE	2/13/2023	Filament tape, clear protective insert for sign holder	$151.90
39198	111	UNIQUE	2/13/2023	Collections: Initial/Secondary Placements- January 2023	$142.35
39199	112	VISUAL EDGE IT, INC	2/13/2023	Quarterly maintenance agreement on Rens. & Wh. Staff copiers	$1,052.25
39200	113	VSP INSURANCE CO. (CT)	2/13/2023	Vision insurance premiums- February 2023; A. Fagenbaum Jan 2023 premium	$202.81
39201	114	BRIGHTSPEED	2/13/2023	Wh: Fax line February 2023	$66.77
39202	115	KAPCO	2/13/2023	Poly covers	$157.50
39203	116	TECH LOGIC	2/13/2023	CircIT Software Renewal- 1yr (3/1/2023-2/28/2024)	$1,383.00
0	117	PAYROLL	2/24/2023	PAYROLL	$57,404.64
0	118	AFLAC	2/24/2023	Supplemental Insurance February 2023 (conf#1201)	$676.52
0	119	ALLIANCE BANK	2/24/2023	Direct Deposit Fees -- January 2023	$36.60
0	120	CHRISTINA SANDERS	2/24/2023	Courier Mileage: 2/1-2/15/23 (conf#1202)	$446.71
0	121	CITY OF RENSSELAER	2/24/2023	Rens: Utilities: 1/5/-2/6/23 (Conf# 152505715)	$4,527.11
0	122	INDIANA DEPARTMENT OF RE	2/24/2023	State & County Taxes withheld February 2023 Payroll (conf#0-011-872-436)	$7,071.99
0	123	INPRS fbo PERF	2/24/2023	INPRS Contributions 2/24/23 Payroll	$6,910.50
0	124	IRS USA TAXPAYMENT	2/24/2023	Federal Withholding, Medicare, & FICA withheld 2/24/23 Payroll (Acknowledgement #31025006)	$13,005.63
0	125	NATIONWIDE	2/24/2023	Annuity withheld 2/24/23 Payroll	$970.00
0	126	T-MOBILE	2/24/2023	Hotspot Data Service 1/2-2/1/23 (Conf #1200)	$1,003.22
0	127	ALLIANCE BANK	2/28/2023	Positive Pay Fee- February 2023	$15.00
0	128	SQUARE, INC	2/28/2023	Merchant Processing Fees- February 2023	$21.06
				Total Amount of Claims	**$272,631.02**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, March 7, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $272,631.02

Date this 13th **day of** March **,20** 23 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
February 28, 2023

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$700.56	$1,764.24
DeMotte	$160.73	$427.65		
Rensselaer	$435.80	$922.71		
Wheatfield	$104.03	$413.88		
PHOTOCOPIES:			$1,122.40	$2,432.65
DeMotte	$356.05	$547.10		
Rensselaer	$514.85	$1,480.35		
Wheatfield	$251.50	$405.20		
INTEREST (Checking, Repurchase, CDs):			$102.56	$225.02
TAXES:			$64,180.08	$128,360.16
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
LIT Certified Shares	$64,180.08	$128,360.16		
TAXABLE SALES:-			$1.27	$2.54
REFUNDS:			$644.00	$1,052.99
Rebates/Refund	$394.00	$394.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$250.00	$650.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$8.99		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$66,750.87**	**$133,837.60**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$3,790.72	$7,150.72
DeMotte	$260.00	$2,910.00		
Rensselaer	$3,250.72	$3,360.72		
Wheatfield	$280.00	$880.00		
LIB. IMPROV. RESERVE FUND:			$17.85	$38.25
Interest Earned	$17.85	$38.25		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$6,403.94	$13,227.62
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$6,403.94	$13,227.62		
Interfund Transfer	$0.00	$0.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$18,520.35	$18,520.35
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$17.59	$45.68
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$95,501.32**	**$172,820.22**

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WITHHOLDING ACCOUNT FUNDS:			$34,294.30	$65,853.60
FIT Tax Collected	$9,336.88	$17,491.94		
FICA Collected	$8,982.62	$17,240.39		
State Tax Collected	$3,935.90	$7,577.48		
County Tax Collected	$3,136.09	$6,011.06		
INPRS	$3,318.17	$6,411.19		
Deferred Comp Plan	$1,890.00	$3,730.00		
Pre-tax Insurance Plan	$3,392.32	$6,777.74		
Life Insurance	$302.32	$613.80		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$129,795.62**	**$238,673.82**

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Voucher List

Jasper County Public Library

Report Date: From **3/1/2023** *To* **3/13/2023**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	129	PAYROLL	3/10/2023	PAYROLL	$51,272.04
0	130	CHICAGO TRIBUNE	3/10/2023	DeM & Rens: Newspaper subscriptions Acct# 20468938	$467.34
0	131	CHRISTINA SANDERS	3/10/2023	Courier Mileage: 2/16-2/28/23 (conf#1203)	$365.49
0	132	INPRS fbo PERF	3/10/2023	INPRS Contributions 3/10/23 Payroll	$6,212.63
0	133	IRS USA TAXPAYMENT	3/10/2023	Federal Withholding, Medicare, & FICA withheld 3/10/23 Payroll (Acknowledgement #03074101)	$11,432.84
0	134	NATIONWIDE	3/10/2023	Annuity withheld 3/10/23 Payroll	$970.00
0	135	TOWN OF DEMOTTE	3/10/2023	Dem: Sewer & Water: February 2023 (Conf#1205)	$146.94
0	136	TOWN OF WHEATFIELD	3/10/2023	Wh: Sewer Service March 2023 (Conf#1204)	$77.35
39204	137	ACE HARDWARE	3/13/2023	Shelving nuts & washers	$12.79
39205	138	AMAZON CAPITAL SERVICES	3/13/2023	Books, glass cleaner, video to digital converter, airpods, counter sign mats, liquid ice melt, grabbers	$675.57
39206	139	ANTHEM BLUE CROSS BLUE	3/13/2023	Health insurance premiums- March 2023; L. Drake- February 2023 premium; C. DeVries- credit for Jan & Feb 2023 premiums	$14,262.56
39207	140	ANTHEM LIFE	3/13/2023	Life insurance premiums- March 2023	$105.21
39208	141	APPLIED INNOVATION	3/13/2023	Quarterly maintenance agreement on patron copiers	$1,533.21
39209	142	BAKER & TAYLOR	3/13/2023	Books, Continuations, AV, Auto. Yours	$8,970.72
39210	143	BAKER & TAYLOR ENTERTAIN	3/13/2023	AV	$1,735.33
39211	144	BRIGHTSPEED	3/13/2023	Rens: Fax line service- March 2023	$64.22
39212	145	BUSINESS CARD	3/13/2023	Yearbook, Facebook advertising, Adobe Creative Cloud renewal, library supplies	$507.37
39213	146	CAPITAL ONE	3/13/2023	Walmart: Library & janitorial supplies	$206.44
39214	147	CENTER POINT LARGE PRINT	3/13/2023	Books	$298.85
39215	148	COLLABORATIVE SUMMER LI	3/13/2023	Staff Summer Reading t-shirts	$62.95
39216	149	COLONIAL CLEANERS	3/13/2023	DeM: Laundry	$20.17
39217	150	CULLIGAN WATER CONDITIO	3/13/2023	Wh: Water Cooler Rental- March 2023	$14.39
39218	151	DELL MARKETING L.P.	3/13/2023	Monitors, CPUs	$3,574.42
39219	152	DELTA DENTAL	3/13/2023	Dental insurance premiums- March 2023; L. Drake- Feb 2023 premium	$585.72
39220	153	EDWARD P. DUMAS	3/13/2023	Legal Assistance: Facilities Matters	$680.00
39221	154	ENA SERVICES LLC	3/13/2023	Internet Service- February 2023	$1,807.50
39222	155	HAMSTRA BUILDERS, INC.	3/13/2023	Wh: 2023 HVAC Service Contract; Wh: replace blower motor & wheel	$2,728.50
39223	156	INDIANA GROCERY GROUP, L	3/13/2023	Program snacks, children's supplies, Nerf Night refreshments	$87.88
39224	157	JASPER NEWTON FOUNDATI	3/13/2023	Ball State Community Development Workshop registration- P. Stringfellow	$100.00
39225	158	KANKAKEE VALLEY PUBLISHI	3/13/2023	Annual Financial Report legal ad, Jasper County Business Directory ad	$279.48
39226	159	KROOSWYK PLUMBING, HEAT	3/13/2023	DeM: Backflow test	$110.00
39227	160	LINDA POORTENGA	3/13/2023	Mileage 1/6-2/15/23	$56.59
39228	161	MICHAEL R. ANDERSON	3/13/2023	Rens: Snow removal 2/13-3/3/23	$280.00
39229	162	MIDWEST COLLABORATIVE F	3/13/2023	Corsizio Workshop registration- M. Widner	$100.00
39230	163	MIDWEST TAPE LLC	3/13/2023	AV	$674.84
39231	164	NIMBO IP LLC	3/13/2023	Monthly Managed Service- February 2023	$815.00
39232	165	NIPSCO	3/13/2023	DeM & Wh: Gas & electric service 1/31-3/1/23	$6,152.26
39233	166	NITCO	3/13/2023	DeM: Local phone service March 2023	$139.59
39234	167	ODP BUSINESS SOLUTIONS, L	3/13/2023	Pressboard report covers	$17.24
39235	168	PATTY STRINGFELLOW	3/13/2023	Mileage 2/21-2/23/23	$57.64
39236	169	PLAYAWAY PRODUCTS, LLC	3/13/2023	Launchpad, Wonderbooks	$1,325.77

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39237	170	POST-TRIBUNE	3/13/2023	DeM & Rens: Newspaper subscriptions Acct#44365252	$211.50
39238	171	PRECISION CONTROL SYSTE	3/13/2023	Rens & DeM: Preventative maintenance; Rens: HVAC repairs	$5,170.42
39239	172	PURDUE UNIVERSITY	3/13/2023	DeM: Charcuterie Board program presenter	$420.00
0	173	THE WALL STREET JOURNAL	3/13/2023	DeM: Newspaper subscription Acct# 010560502255	$694.88
39240	174	UNIQUE	3/13/2023	Collections: Initial/Secondary Placements- February 2023	$240.90
39241	175	VSP INSURANCE CO. (CT)	3/13/2023	Vision insurance premiums- March 2023; L. Drake- Feb 2023 premium; C. DeVries- credit for Jan & Feb 2023 premiums	$190.88
39242	176	WHEATFIELD CHAMBER OF C	3/13/2023	Wheatfield Chamber Membership Dues 2023	$100.00
39243	177	BRIGHTSPEED	3/13/2023	Wh: Fax line March 2023	$66.77
39244	178	GREATER RENSSELAER CHA	3/13/2023	Daffodil Days Event	$10.00
39245	179	INDIANA WASTE SERVICE	3/13/2023	DeM. & Wh: Trash pick-up March 2023	$174.50
				Total Amount of Claims	**$126,266.69**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, March 13, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except**

for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **$126,266.69**

Date this 13th **day of** March **,20** 23 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

A
P
R.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, April 10, 2023, 6pm
DeMotte Public Library

Opening of Meeting	Moment of Silence

Approval of Consent Agenda & Consent Agenda Items	Action

- Minutes of March Board Meetings
- Bills/Financial Reports
- Salary Ordinance Update (R 7)
- Policies for Review (R 10; R 25; R 40)

General Business

Abonmarche Proposal (R 40)	Action
Annual Impacts - Report by DeMotte Branch Manager & Children's Specialist (R 40)	Information
Permission to Loan Lillian Fendig Paintings for Prairie Arts Council Exhibit (R 40)	Action
Advance Tax Draw (R 41)	Action
Report JCPL Volunteers (R 41)	Information
Director Review (R 41)	Information

Director's Report (R 40 – R 45)	Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **March 13, 2023**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Mark Heinig, Kevin Kaluf, Julie Davidson, Kristie Housman, Janett Kingman, Janelle Harper, Rayann Gilmore
Absent: Janet Umlauf, Patricia Stringfellow

Agenda & Consent Agenda Approval: K. Kaluf moved to approve the Agenda and Consent Agenda items that included the February Board Meeting Minutes, bills/financial reports, Salary Ordinance update, request to close all JCPL locations on Monday, August 28 to hold the 2023 Staff Development Day, and a retroactive request for P. Stringfellow to attend the Ball State Community Development Course hosted by the Jasper Newton Foundation as presented, seconded by J. Kingman. Motion passed.

Update – Rensselaer Library Chiller Repair: After the February board meeting, P. Stringfellow signed the proposal from Precision to repair the chiller at a cost of $17,980. We received a response from Precision telling us that the cost of the bundle endbell price from Carrier had gone up significantly and reminding us that they quoted the work 4 months ago. P. Stringfellow commented to Precision that it took them many weeks to provide the budget pricing for chiller replacement (requested on 11/9/22) which factored into our decision to proceed with the Option 1 repair. She wondered how much the delay had affected the pricing and requested that Precision consider this as they provided a new quote. Precision let us know that the original quote was only good for 7 days and the new quote would have the same time limit. This information had not been previously expressed to us. They indicated that they expected that JCPL would replace the chiller. We received an updated quote for the bundle endbell at a cost of $20,295. Precision said they discounted the price increase by $500 and absorbed the price increase for the refrigerant although they didn't tell us what that increase was. In the email with the updated quote, they indicated that Carrier guaranteed to hold the price for 7 days. We compared the updated quote with the original and found Precision had changed one word in their summary. The updated quote said, "the current known leak situation will be resolved", while the original said, "the current leak situation will be resolved". We asked Precision to provide an explanation of the wording change. The explanation was that the word "known" was added simply to (in their words) "clarify that the leak they know about will be eliminated with the repair but if by chance there is another leak somewhere else in the chiller we are not aware of….the endbell replacement would not resolve it." They offered to remove the word but either way this repair would only cover the leak that they know about. P. Stringfellow let Precision know that in consideration of all they had shared she would need to further discuss with the board and confirmed with Precision that the proposal she had signed on 2/14/23 was null and void. They agreed and restated that they expected JCPL would replace the chiller. They also indicated the existing chiller was running at the end of last season so they would expect it would start and run this spring but due to the leak at a partial capacity. Throughout this back and forth with Precision we felt that they had not been forthcoming with all the information and were uncomfortable with the wording change. Although only one word was changed, it seemed significant. We also had a meeting with Abonmarche scheduled for 2/27/23 and wanted to get their opinion. At that meeting they recommended we get a second opinion and suggested a vendor to reach out to. We have a call in to John Huddleston and are waiting on a call back. We also spoke with our Precision technician, Tony, when he was at the library recently doing a repair. He said that the chiller started up fine and he did not see a problem with it running and keeping the building comfortable even with the leak. He said that on warmer days it probably won't keep the building as cool as we are used to, but it should keep it comfortable. He also said on those days we could turn the boiler off to help that out.

Anticipated Improvements/ Asset Management Plan: We met with Matt Keiser and Arvin Delacruz from Abonmarche on 2/27/23. We discussed our list of anticipated improvements across the system and the Rensselaer chiller being our most urgent need. It was a good meeting. They are preparing a proposal for an asset management plan to help with the anticipated improvements and future planning. P. Stringfellow invited them to attend the April board meeting to present their proposal to the Board.

Director's Report: (As shared by R. Gilmore in the Director's absence) The Leaves of Absence Policy is up for review. Our employment law attorney has reviewed it and recommended some revisions. Proposed revisions will be presented to the board, likely at the April Board Meeting. The library received a donation in February in the amount of $3135.72 from the Prairie Writer's Guild, a long-standing writing group in our community that is disbanding. The donation was divided equally between the three libraries. The funds are to be used to create or continue to offer writing groups that maintain association with the library. Our newly digitized newspapers went live on Hoosier Chronicles on February 23. Melissa Widner offered our first training sessions on the newly acquired grants database on March 7. The training went very well. This year's Summer Reading theme is All Together Now. We are planning a traditional four-week program in June, a reading program with book lists and presenters as we have always done. In July there will be a Passive Reading Program in which participants will be encouraged to read from six categories with four titles each. Heavy rains moved through the area February 22-23. It was a great test for our new parking lot and dry creek bed at DeMotte Library. Everything passed with flying colors! We are still having some issues with soil washing down the newly landscaped hill onto the plaza area and have been in touch with Countryside about that. They will patch the issue to further reduce the run-off. We are pleased with their responsiveness. The Long-Range Plan report for the last quarter will be sent out to the board members via email.

Adjournment: With no further matters for discussion K. Housman moved to adjourn the meeting at 6:20 PM, seconded by M. Heinig.

Janelle Harper
Janelle Harper, Secretary Pro-Tem

Julie Davidson
Attest: J. Davidson, President

CIRCULATION BY HOLDINGS CODE
March 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	39	0	1	40
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	37	7	0	44
Blu-Ray (DBR)	110	0	2	112
Books on CD (DBKCD)	22	2	1	25
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	24	0	0	24
Digital Audiobooks (DDA)	11	0	0	11
DVD (DDVD)	1260	39	28	1327
Equipment (DEQP)	35	0	0	35
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	439	23	11	473
Fiction Fantasy (DFICF)	2	0	0	2
Fiction Inspirational (DFICI)	171	4	0	175
Fiction Mystery (DFICM)	112	12	0	124
Fiction New (DFICNEW)	427	22	24	473
Fiction Science Fiction (DFICSF)	9	0	1	10
Fiction Western (DFICW)	5	2	0	7
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	41	11	0	52
Hanging Bags (DHANG)	29	0	2	31
Hotspots (DWIFI)	4	38	7	49
ILL (DILL)	32	2	1	35
Internet (DINTER)	486	0	0	486
Juv. Audio book (DJAUDB)	29	0	0	29
Juv. Biography (DJBIO)	55	1	3	59
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	66	0	0	66
Juv. Digital Device (DJDDP)	15	0	0	15
Juvenile Easy (DJE)	1093	15	34	1142
Juv. Easy Non-fiction (DJENF)	67	0	1	68
Juv. Easy Reader (DJER)	382	4	5	391
Juv. Easy Reader NF (DJERN)	17	0	0	17
Juv. Fiction (DJFIC)	621	5	4	630
Juv. Graphic Novel (DJGN)	191	6	1	198
Juv. Holiday books (DJHOL)	60	1	0	61
Juv. Launchpads (DPTAB)	12			12
Juv. Magazine (DJMAG)	44	0	0	44
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	405	11	12	428
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	161	1	0	162
Large Print Fiction (DLPF)	150	12	1	163
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	142	5	4	151
Large Print Nonfic (DLPNF)	8	1	0	9
Large Print Western (DLPW)	3	0	0	3
Magazine (DMAG)	280	0	0	280
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	18	0	1	19
Nonfiction 100 (DNF100)	19	0	1	20
Nonfiction 200 (DNF200)	15	3	0	18
Nonfiction 300 (DNF300)	50	2	0	52
Nonfiction 400 (DNF400)	5	0	0	5
Nonfiction 500 (DNF500)	20	1	0	21
Nonfiction 600 (DNF600)	155	6	4	165
Nonfiction 700 (DNF700)	47	6	0	53
Nonfiction 800 (DNF800)	20	5	0	25
Nonfiction 900 (DNF900)	54	2	2	58
Nonfiction Blu-Ray (DNFBR)	2	0	0	2
Nonfiction DVD (DNFDVD)	27	1	1	29
Nonfiction (DNFIC)	10	1	0	11
Nonfiction New (DNFNEW)	114	11	12	137
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	5	0	0	5
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	2	0	0	2
Reference (DREF)	2	0	0	2
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	1	0	0	1
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	7	84	1	92
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	3	0	0	3
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	2	0	2
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	149	5	2	156
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	11	0	2	13
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)				0
Storage (DZSTO)	0	0	0	0

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	24	1	26
Blu-Ray (RBR)	2	251	1	254
Books on CD (RBKCD)	1	44	1	46
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	4	37	0	41
Digital Audiobooks (RDA)	0	10	0	10
DVD (RDVD)	26	1766	28	1820
Equipment (REQP)	0	6	0	6
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	32	505	17	554
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	11	274	12	297
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	105	2	109
Hanging Bag (RHANG)	0	93	7	100
Hotspots (RWIFI)	4	39	9	52
ILL (RILL)	0	13	1	14
Internet (RINTER)	0	253	0	253
Juv. Audio book (RJAUDB)	1	5	0	6
Juv. Biography (RJBIO)	4	16	1	21
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	3	0	3
Juv. Digital Device (RJDDP)	0	6	0	6
Juvenile Easy (RJE)	20	724	26	770
Juv. Easy Non-fiction (RJENF)	3	37	0	40
Juv. Easy Reader (RJER)	5	312	4	321
Juv. Easy Reader NF (RJERN)	4	25	0	29
Juv. Fiction (RJFIC)	23	270	5	298
Juv. Graphic Novel (RJGN)	38	187	1	226
Juv. Launchpads (RPTAB)	2	6		8
Juv. Magazine (RJMAG)	0	8	0	8
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	13	174	16	203
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	3	140	3	146
Large Print Fiction (RLPF)	5	174	2	181
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	6	182	4	192
Large Print Nonfic (RLPNF)	0	13	0	13
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	92	0	92
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	7	2	9
Non-Fiction 100 (RNF100)	1	14	3	18

Non-Fiction 200 (RNF200)	2	12	0	14
Non-Fiction 300 (RNF300)	0	55	0	55
Non-Fiction 400 (RNF400)	0	6	0	6
Non-Fiction 500 (RNF500)	1	20	0	21
Non-Fiction 600 (RNF600)	15	152	4	171
Non-Fiction 700 (RNF700)	5	39	1	45
Non-Fiction 800 (RNF800)	0	8	0	8
Non-Fiction 900 (RNF900)	1	60	11	72
Nonfiction Blu-Ray (RNFBR)	0	0	0	0
Nonfiction DVD (RNFDVD)	4	109	2	115
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	20	128	31	179
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	60	13	4	77
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	1	2	44	47
STEAM Kits (RSTEAM)	0	10	0	10
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	1	0	1
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	1	57	1	59
YA Music CD (RYACD)	0	8	0	8
YA Nonfiction (RYANF)	0	4	0	4
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)				0
Storage (RZSTO)	0	0	0	0

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	1	13	14
Blu-Ray (WBR)	1	1	187	189
Books on CD (WBKCD)	5	3	70	78
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	3	0	113	116
Digital Audiobooks (WDA)	0	0	7	7
DVD (WDVD)	17	34	1381	1432
Equipment (WEQP)	0	0	1	1
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	18	14	187	219
Fiction Fantasy (WFICF)	0	1	8	9
Fiction Inspirational (WFICI)	6	1	113	120
Fiction Mystery (WFICM)	1	2	32	35

Fiction New (WFICNEW)	15	12	130	157
Fiction Science Fiction (WFICSF)	2	0	7	9
Fiction Western (WFICW)	0	0	0	0
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	2	10	48	60
Hanging Bags (WHANG)	0	1	55	56
Hotspots (WWIFI)	4	32	14	50
ILL (WILL)	1	0	38	39
Internet (WINTER)	0	0	130	130
Juv. Audio book (WJAUDB)	1	0	14	15
Juv. Biography (WJBIO)	1	1	8	10
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	13	14
Juv. Digital Device (WJDDP)	0	2	9	11
Juvenile Easy (WJE)	23	11	576	610
Juv. Easy Non-fiction (WJENF)	0	0	36	36
Juv. Easy Reader (WJER)	8	2	166	176
Juv. Easy Reader NF (WJERN)	0	0	8	8
Juv. Fiction (WJFIC)	37	9	453	499
Juv. Graphic Novel (WJGN)	6	4	164	174
Juv. Launchpads (WPTAB)	2		10	12
Juv. Magazine (WJMAG)	0	0	17	17
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	34	3	177	214
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	0	0	328	328
Large Print Fiction (WLPF)	7	11	119	137
Large Print Inspirational (WLPI)	0	0	4	4
Large Print Mystery (WLPM)	2	3	3	8
Large Print New (WLPN)	1	2	65	68
Large Print Nonfic (WLPNF)	1	0	10	11
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	0	0	74	74
Non-Fiction 000 (WNF000)	1	0	4	5
Non-Fiction 100 (WNF100)	1	0	17	18
Non-Fiction 200 (WNF200)	0	1	13	14
Non-Fiction 300 (WNF300)	0	3	15	18
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	0	0	7	7
Non-Fiction 600 (WNF600)	10	4	77	91
Non-Fiction 700 (WNF700)	2	2	21	25
Non-Fiction 800 (WNF800)	0	0	3	3
Non-Fiction 900 (WNF900)	0	1	36	37
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	1	2	60	63
Nonfiction (WNFIC)	0	0	3	3
Nonfiction New (WNFNEW)	4	5	63	72
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	7	7
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	13	13
Vertical file (WVF)	0	0	2	2
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	1	0	0	1
YA Books on CD (WYABKCD)	0	0	3	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	25	8	132	165
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	3	3
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)				0
Storage (WZSTO)	0	0	0	0
TOTAL	8399	7043	5681	21123

CIRCULATION BY HOLDINGS CODE
March 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	39	0	1	40
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	38	32	14	84
Blu-Ray (BR)	115	252	190	557
Books on CD (BKCD)	28	49	72	149
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	31	37	113	181
Digital Audiobooks (DA)	11	10	7	28
DVD (DVD)	1303	1839	1437	4579
Equipment (EQP)	35	6	1	42
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	489	542	215	1246
Fiction Fantasy (FICF)	2	1	8	11
Fiction Inspirational (FICI)	177	5	113	295
Fiction Mystery (FICM)	113	14	32	159
Fiction New (FICNEW)	453	308	166	927
Fiction Science Fiction (FICSF)	11	0	8	19
Fiction Western (FICW)	5	2	0	7

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	45	126	50	221
Hanging Bags (HANG)	29	94	64	187
Hotspots (WIFI)	12	109	30	151
ILL (ILL)	33	15	40	88
Internet (INTR)	486	253	130	869
Juv. Audio book (JAUDB)	31	5	14	50
Juv. Biography (JBIO)	60	18	12	90
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	66	4	13	83
Juv. Digital Device (JDDP)	15	8	9	32
Juvenile Easy (JE)	1136	750	636	2522
Juv. Easy Non-Fiction (JENF)	70	**37**	37	144
Juv. Easy Reader (JER)	395	318	175	888
Juv. Easy Reader NF (JERN)	21	25	8	54
Juv. Fiction (JFIC)	681	284	462	1427
Juv. Graphic Novel (JGN)	235	197	165	597
Juv. Holiday (JHOL)	60	1	0	61
Juv. Launchpads (PTAB)	16	6	10	32
Juv. Magazine (JMAG)	44	8	17	69
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	452	188	205	845
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	0	0	1
Juv. Toddler (JTOD)	164	141	331	636
Large Print Fiction (LPF)	162	197	122	481
Large Print Inspirational (LPI)	0	0	4	4
Large Print Mystery (LPM)	2	3	3	8
Large Print New (LPN)	149	189	73	411
Large Print Nonfic (LPNF)	9	14	10	33
Large Print Western (LPW)	3	0	0	3
Magazine (MAG)	280	92	74	446
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	19	7	7	33
Non-Fiction 100 (NF100)	21	14	21	56
Non-Fiction 200 (NF200)	17	16	13	46
Non-Fiction 300 (NF300)	50	60	15	125
Non-Fiction 400 (NF400)	5	6	1	12
Non-Fiction 500 (NF500)	21	21	7	49
Non-Fiction 600 (NF600)	180	162	85	427
Non-Fiction 700 (NF700)	54	47	22	123
Non-Fiction 800 (NF800)	20	13	3	36
Non-Fiction 900 (NF900)	55	63	49	167
Non-Fiction Blu-Ray (NFBR)	2	0	0	2
Non-Fiction DVD (NFDVD)	32	112	63	207
Nonfiction (NFIC)	10	1	3	14
Nonfiction New (NFNEW)	138	144	106	388
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	5	1	0	6
Professional Coll. (PROF)	0	2	0	2

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	2	0	7	9
Reference (REF)	28	21	54	103
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	1	1	0	2
Software (SWAR)	1	0	0	1
SRCS (SRCS) DeMotte	60	13	4	77
SRCS (From other libraries III-SRC	7	84	1	92
SRCS (SRCSW) Wheatfield	1	2	44	47
STEAM Kits (STEAM)	3	10	13	26
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	3	3	6
YA Biography (YAB)	2	0	0	2
YA Books on CD (YABKCD)	0	0	3	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	175	70	135	380
YA Music CD (YACD)	0	8	0	8
YA Nonfiction (YANF)	11	4	5	20
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	0	0	0	0
				0
Free reads	195	109	107	411
Games/Puzzles	41	0	30	71
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8663	7173	5872	21708

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1761	1370	851	3982
Nonfiction	704	640	450	1794
CHILDREN'S BOOKS				
Fiction	2671	1715	1778	6164
Nonfiction	643	244	254	1141
YA BOOKS				
Fiction	220	196	185	601
Nonfiction	13	4	5	22
Preloaded Dig Dev, Child	16	6	10	32
Magazines, Adult	280	92	74	446
Magazines, Children	44	8	17	69
Sound Recordings, adult	70	99	198	367
Sound Recordings, ch	126	111	91	328
Online databases	0	0	0	0
Software	1	0	0	1
SRCS	68	99	49	216
STEAM Kits	3	10	13	26

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1454	2203	1697	5354
Equipment	47	115	31	193
Total	8121	6912	5703	20736
A-V Circulation	1651	2413	1986	6050
A-V Circulation as % of total	20.3%	34.9%	34.8%	29.2%

CIRCULATION STATISTICS

March 2023

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	101	85	**1,761**	122	184	**1,370**	92	0	**851**	**3,982**
Nonfiction	45	1	**704**	92	98	**640**	24	1,154	**450**	**1,794**
CHILDREN'S BKS										
Fiction	66	70	**2,671**	39	1	**1,715**	48	5	**1,778**	**6,164**
Nonfiction	26	217	**643**	18	0	**244**	2	2	**254**	**1,141**
YA BOOKS										
Fiction	19	0	**220**	11	0	**196**	19	0	**185**	**601**
Nonfiction	0	0	**13**	0	0	**4**	0	6	**5**	**22**
Preloaded Dig Dev	0	0	**16**	0	0	**6**	0	0	**10**	**32**
Magazines,Adult	0	0	**280**	0	0	**92**	0	0	**74**	**446**
Magazines, Child	0	0	**44**	0	0	**8**	0	0	**17**	**69**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	2	73	**70**	10	1	**99**	14	5	**198**	**367**
Sound Rec/Child	2	0	**126**	6	1	**111**	6	1	**91**	**328**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	0	**0**	0	3	**0**	**1**
SRCS	0	0	**68**	0	0	**99**	0	0	**49**	**216**
STEAM Kits	0	0	**3**	0	0	**10**	0	0	**13**	**26**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	44	9	**1,454**	69	76	**2,203**	45	3	**1,697**	**5,354**
Equipment	0	0	**47**	0	0	**115**	0	0	**31**	**193**
TOTAL	305	455	**8,121**	367	361	**6,912**	250	1179	**5,703**	**20,736**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	86,889	80,230	60,075
Circulation Increase/Decrease	**11.2%**	**21.0%**	**9.4%**

MONTHLY SYSTEM STATISTICS	2022	2023	% change
Current month's Circulation	18,228	20,736	13.8%
Jan. to date circulation	51,077	58,450	14.4%

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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month	**End of Month**	**Start of Month**	**End of Month**	**Start of Month**	**End of Month**	
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes	
						ADULT BOOKS
24,932	24,948	17,313	17,251	15,084	15,176	**Fiction**
19,748	19,792	19,423	19,417	7,914	6,784	**Nonfiction**
						CHILDREN'S BKS
16,714	16,710	15,479	15,517	14,114	14,157	**Fiction**
9,796	9,605	6,599	6,617	6,821	6,821	**Nonfiction**
						YA BOOKS
2,574	2,593	3,438	3,449	3,602	3,621	**Fiction**
682	682	352	352	76	70	**Nonfiction**
15	15	23	23	32	32	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,777	3,706	1,098	1,107	4,989	4,998	**Sound Rec/Adult**
681	683	4,215	4,220	836	841	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-69	-69	-23	-26	**Software**
0	0	0	0	0	0	**SRCS**
0	0	9	9	6	6	**STEAM Kits**
104	104	-1	-1	43	43	**Vertical Files**
7,852	7,887	11,612	11,605	7,439	7,481	**VHS/DVD/Blu-ray**
118	118	87	87	58	58	**Equipment**
87,039	86,889	80,224	80,230	61,004	60,075	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

March 2023

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	268	58	220	48	267	58	755	164
LOCAL HISTORY								
In person	6	2	3	1	0	0	9	3
Letters written	13	13	12	12	0	0	25	25
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	486	20	253	11	130	5	869	36
Internet use-Wireless	1488		1457		558		3503	
VCR Use	0	0	0	0	0	0	0	0
Microforms	16	2	15	2	0	0	31	4
Public FAX24	36		17		44		97	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	21	7	5	2	26	9
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	1		3		0		4	
Outreach activities	38	38	0	0	0	0	38	25
Curbside Service	2	1	3	1	0	0	5	1
Meeting Room Use (no. of group	47	16	68	23	30	10	145	48
Study room use	60	5	33	3	29	2	122	10
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	20	0	39	0	0	0	59	1
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							4739	
IN-HOUSE USE ITEMS	304		301		73		678	
SELF-CHECKOUT USE	0		302		0		302	
INTERLIBRARY LOANS								
Requests made for:	28	7	21	5	54	14	103	26
Items rec'd for:	18	9	17	9	53	27	88	44
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	5816	10147	3698	19661
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	216	423	96	735
Number of New Patrons Added	35	35	23	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	2	12	5	30	1	6	8	48

Number attending	96		223		8			
Children's Programs (0-5)	4	24	6	36	5	30	15	90
Number attending	59		55		79		193	
Children's Programs (6-11)	7	42	3	18	5	30	15	90
Number attending	129		38		367		534	
YA Programs (12-17)	4	24	1	6	1	6	6	36
Number attending	44		5		19		68	
Adult Programs	9	54	12	72	5	30	26	156
Number attending	59		119		40		218	
Total Number of Programs	**26**	156	**27**	162	**17**	102	**70**	420
Total Persons Attending	**387**		**440**		**513**		**1013**	
Total Attending Same Month Last Yr.	324		389		462		1175	
Total Staff Hours Spent		327		282		219	828	816
Total Number of In-House Program	**19**		**24**		**13**		**56**	
Total Attendance	**289**		**387**		**160**		**836**	
Total Number of Outreach Progran	**7**		**3**		**4**		**14**	
Total Attendance	**98**		**53**		**353**		**504**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5812	71.3%	4261	61.8%	4232	74.4%	14305	69.0%
Corporate	18	0.2%	0	0.0%	0	0.0%	18	0.1%
Juvenile 0-11	106	1.3%	232	3.4%	95	1.7%	433	2.1%
Juvenile-AV	666	8.2%	488	7.1%	685	12.0%	1839	8.9%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	153	1.9%	137	2.0%	187	3.3%	477	2.3%
Reciprocal Juvenile	30	0.4%	0	0.0%	4	0.1%	34	0.2%
Reciprocal Juvenile AV	2	0.0%	1	0.0%	1	0.0%	4	0.0%
Reciprocal YA	6	0.1%	0	0.0%	0	0.0%	6	0.0%
Reciprocal YA AV	0	0.0%	40	0.6%	0	0.0%	40	0.2%
School	0	0.0%	63	0.9%	0	0.0%	63	0.3%
School AV	0	0.0%	58	0.8%	0	0.0%	58	0.3%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	144	2.1%	1	0.0%	145	0.7%
Staff	1009	12.4%	1147	16.6%	385	6.8%	2541	12.3%
Walking books	93	1.1%	31	0.4%	1	0.0%	125	0.6%
YA 12-17	41	0.5%	91	1.3%	23	0.4%	155	2.4%
YA-AV	213	2.6%	206	3.0%	74	1.3%	493	2.4%
Total	8149		6899		5688		20736	
All items borrowed by nonresidents	191	2.3%	299	4.3%	192	3.4%	682	3.3%

Salary Ordinance 2023
Updated 4/10/23

We have hired Tina Gazaway as a Rensselaer Janitor, replacing Jennifer Arney who no longer works for the Library.

Name: Tina Gazaway
Classification: Janitor
Hourly Wage: $12.36
Start Date: 3/11/23
Hours Worked: 15
Library: Rensselaer

We have promoted Jenna Skinner to Technical Services Clerk, replacing Diane Lyons, who was promoted to Technical Services Library Assistant I.

Name: Jenna Skinner
Classification: Clerk
Hourly Wage: $10.78
Start Date: 4/10/23
Hours Worked: 29
Library: Rensselaer

We have promoted Annabelle Martin to Clerk, replacing Jenna Skinner, who was promoted to Technical Services Clerk.

Name: Annabelle Martin
Classification: Clerk
Hourly Wage: $10.48
Start Date: 4/10/23
Hours Worked: 17.5
Library: Rensselaer

We have examined and approved the changes to the 2023 Jasper County Public Library Salary Ordinance. Dated 4/10/23.

Janelle Harpen
Janett Kingman
Julie Davidson
Janet Hensley

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those whose duties and responsibilities are of an executive, administrative, or professional character (or other exempt work) as described under the Fair Labor Standards Act (FLSA) and who are paid on a salary basis and are, therefore, exempt from overtime pay and certain other provisions of the FLSA.

2. The **Board of Directors** of the Jasper County Public Library will hereinafter be referred to as **"The Board"**.

3. The **Jasper County Public Library** will hereinafter be referred to as **"JCPL"** or the library.

4. **Certified** employees are defined as any employees holding or qualifying for any of the 6 Indiana Library Certification levels.

5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the 6 Indiana Library Certification levels.

6. A **work week** is defined as Sunday through Saturday.

7. **Overtime** is defined as any time worked over 40 hours per work week.

8. The first 6 months of employment is considered a training/orientation period when a new employee and the library are closely evaluating the new employment relationship. Both during the training period and after successful completion of that period, employment remains at-will, and employees must satisfactorily demonstrate the ability to perform their job duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or their designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.

2. JCPL is an Equal Opportunity employer.

3. All employees are employees at will and can be terminated at any time without notice.

4. JCPL shall observe Indiana Library State Certification requirements.

5. Typically each employee will be evaluated annually in writing. The Director will be evaluated in May.

6. Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in-law, sons- and daughters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

COMPENSATION

1. Compensation will be reviewed annually to ensure the library's classification/compensation plan optimally and fairly reflects the kind and level of positions needed to effectively operate the library and that salary ranges remain fair and supportable in light of available resources. Compensation decisions made by the Board or by the Director are contingent upon sufficient revenues of the Library.

2. The Board is responsible for determining the amount of money to be budgeted for compensation and setting the compensation of the Director.

3. The Director is responsible for determining the job classification and compensation for each employee subject to board review.

4. **Plan Summary**

    4.1. Employees will be paid no less than the minimum compensation for their classification.

    4.2. Pages, Clerks and Library Assistant I's will be evaluated after 3 months of employment. They will receive a 10 cent per hour increase with a satisfactory 3 month evaluation. This also applies to employees promoted to Clerk and Library Assistant I positions. This does not apply to employees making lateral moves or moving down a classification.

    All new employees will be evaluated after 6 months' employment. A satisfactory rating will qualify the individual for vacation benefits if applicable (see Vacations section for details). Pages, Clerks and Library Assistant I's will receive another 10 cent per hour increase at this time and again at the end of the first year of employment if performance is satisfactory. This also applies to employees promoted to Clerk and Library Assistant I positions (not applicable to employees making lateral moves or moving down a classification). Promoted employees who have performed satisfactorily will receive the percentage increase determined by the board as per 4.4.

    All newly promoted employees will be evaluated after 6 months in their new position. This also applies to employees making lateral moves or moving down a classification.

    An unsatisfactory rating at any time during the training/orientation period may result in immediate termination.

4.3 A new employee or newly promoted employee who has not completed their first full year in their position by January 1 will receive the first % increase as determined by the board beginning with the pay period following the anniversary date of their 1 year employment.

The employee will be eligible for ½ of the % increase determined by the board as per 4.4 the following January, if they have worked 3 months and less than 8 months at their 1 year compensation rate. If the employee has worked less than 3 months at their 1 year compensation rate, they remain at the present rate until the following January. If the employee has worked 8 months or more at their one year compensation rate, they will be eligible for the full % increase determined by the board as per 4.4.

Pages will be eligible for ½ of the increase as per the compensation schedule the following January, if they worked 3 months and less than 8 months at their 1 year compensation rate. If the employee has worked less than 3 months at their 1 year compensation rate, they remain at the present rate until the following January.

4.4 If eligible, an employee's annual rate of compensation will increase each year by an amount or percentage as determined by the board, except for those in the "Page" classification. Page compensation is detailed in the Compensation Schedule Chart, below.

4.5 Employees working less than an average of 8 hours per week do not automatically qualify for annual increases.

5. **Work Performance**

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive a raise until they achieve a satisfactory evaluation. Re-evaluation shall occur no sooner than 30 days. Raises will be implemented when a satisfactory rating is received, and effective with the next pay period.

6. **Compensation Schedule**

Minimums will increase at a rate of ½ the annual increase to adjust for inflation each January in odd numbered years.

Compression adjustments will be applied to the compensation schedule in accordance with federally mandated minimum wage increases.

Minimum compensation for the page position will increase as required by federal law.

Jasper County Public Library
Compensation Schedule (eff 1/1/202~~1~~3)

Classification	**Minimum**	**Classification**	**Minimum**
Clerk	$~~10.22~~$10.48/hr	**Business Manager**	$~~16.88~~ $17.30/hr
Library Assistant I	$~~10.85~~ $11.12/hr	**Librarian 1**	$~~17.24~~ $17.67/hr
Library Assistant II	$~~12.82~~ $13.14/hr	**Librarian 2**	$~~17.92~~ $18.37/hr
Library Specialist I	$~~13.17~~ $13.50/hr	**Librarian 3**	$~~20.00~~ $20.50/hr
Library Specialist II	$~~15.97~~ $16.37/hr	**Systems Administrator**	$~~20.00~~ $20.50/hr
Library/HR Specialist III	$~~16.25~~ $16.66/hr	**Janitor / Courier**	$~~12.06~~ $12.36/hr
		Maintenance	$~~13.67~~ $14.01/hr

	Minimum	**One year**	**2 yrs**	**3 yrs**	**4 yrs**
Page	$7.25/hr	$7.55/hr	$7.85/hr	$8.15/hr	$8.45/hr

7. **Interim Services**

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, they will receive additional pay as determined by the Director for the time in which they serve in an interim capacity.

8. **Compensation Classifications**

Page: Must be at least 16 years old. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school diploma or equivalent. Clerical work. Will work at circulation desk and/or in Technical Services.

Library Assistant I: High school diploma or equivalent. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

Library Assistant II: High school diploma or equivalent with 2 years college* or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college* or 5 years of library experience. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: 5 years experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/Human Resources Specialist III: 2 years of college* or 10 years' experience as a Library Specialist and head of a major library department or area or 3 years of experience in an HR specialized field.

Business Manager: 2 years of college* or 5 years of experience in a related field (business and/or accounting). Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties; assists with budget preparations.

Janitor: High school diploma or equivalent preferred. Responsible for cleaning and light maintenance of library building.

Maintenance: High school diploma or equivalent. Responsible for maintenance of library building.

Courier: High school diploma or equivalent. Valid driver's license; excellent driving record; current auto insurance; transports library materials daily to each library in system

Librarian I: Bachelor's degree and Indiana library certification, LC4. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification, LC3. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification, LC3. Responsible for management of a library or Technical Services Department.

Systems Administrator: Bachelor's Degree including a significant amount of computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification LC2. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

*2 years college: total credits earned must equal 4 full-time semesters (48 credit hours or more)

9. Changing Classifications

9.1. Moving from 1 classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.

9.2. When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.

9.3. Upon promotion, an employee's compensation shall be raised to a minimum of 50 cents per hour above their present rate.

9.4. Compensation of employees who move to a position in a lower classification will be adjusted commensurate with their new role.

BENEFITS

1. **Employees qualified for benefits**: Except as specifically stated otherwise in individual policies or associated plan documents, Sections 2 through 8 below apply to employees working 32 or more hours per week. Employees working 20 - 31 hours per week are eligible to earn sick pay (sec. 2) and vacation pay (sec. 4) and Funeral Leave after they have completed 3 years of service. All employees, regardless of the number of hours worked per week, are entitled to an Anniversary Holiday. See section 3.2 (Holidays).

2. **Sick Pay**

    2.1. A paid **sick day** is defined as the number of hours the employee is regularly scheduled to work per week divided by 5.

    2.2. Employees receive the equivalent of 1 paid sick day per month during their first partial year of employment. 12 paid sick days per year are granted each January thereafter. Employees working 20 to 39 hours per week will receive paid sick days on a prorated basis.

    2.3. Sick pay may accumulate to a maximum of 96 days.

    2.4. Sick pay may be used in case of illness and medical appointments of the employee or any relative residing in the employee's household who also meets the definition of a spouse, child, or parent as those terms are defined under the FMLA.

    2.5. 5 days of an employee's paid sick days per year may also be used for the care of a relative not living in the employee's household who also meets the definition of a spouse, child, or parent as those terms are defined under the FMLA. The Library reserves the right to request verifying documentation.

    2.6. Employees working 24-40 hours per week, who are absent 5 or more working days, must have a doctor's release to return to work. Employees working 23 hours or less per week, who are absent for 3 or more working days, must have a doctor's release to return to work.

    2.7. Sick pay may be used for an employee's medical appointments if an appointment cannot be made on the employee's own time.

    2.8. Employee should notify supervisor of their desire to use paid sick days 30 days in advance for a foreseeable medical reason.

    2.9. Paid sick days are a privilege to be used only for the above purposes. Paid sick days cannot be used as vacation or earned time off.

2.10. Unused sick days will not be paid out upon separation of employment for any reason.

2.11. Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined in the funeral section, and for other funerals/memorial services.

3. Holidays

3.1. Employees who work an average of 32 hours or more per week are eligible for paid holidays. Refer to the Holiday Policy for a list of holidays we observe.

3.2. An Anniversary Holiday, defined in the Holiday Policy, will be given to any long-term employee regardless of full or part time status. Anniversary holidays will be prorated for employees working less than 32 hours per week.

3.3. An employee who is eligible for paid holidays and most always works the same number of hours per day each week, will receive that same number of hours for holiday pay.

3.4. If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the month.

4. Vacations

4.1. Summary of earned vacation credit

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by 5.

4.1.1. Director, HQ Librarian, Branch Manager, TS Librarian, Business Manager, Youth Services Librarian/Specialist and Systems Administrator

A. HQ Librarian, Branch Manager, TS Librarian, Business Manager, Youth Services Librarian/Specialist, or Systems Administrator working an average of 32 hours per week or more

0-4 years' service - 1.5 days per month with pay
5-9 years' service - 2 days per month with pay
10+ years' service – 2.5 days per month with pay

B. Director

0-9 years' service - 2 days per month with pay
10+ years' service – 2.5 days per month with pay

4.1.2. Employees working an average of 32 hours per week or more

0-4 years' service - 1 day per month with pay
5-9 years' service - 1.5 days per month with pay
10+ years' service - 2 days per month with pay

4.1.3. Part time employees working 20 to 31 hours per week

3-9 years' service - 1 day per month with pay
10+ years' service - 1.5 days per month with pay

4.2. **Regulations**

4.2.1. No employee may take vacation without approval of the Director, Supervisor, or their designee. Vacation requests are approved in consideration of the scheduling needs of the department.

4.2.2. Vacation time is accrued from the first day of employment in an eligible position.

4.2.3. During the first partial year of employment, all vacation time is prorated.

4.2.4. Vacation time is credited after completion of the newly eligible employee's 6 month training/orientation period AND receiving a satisfactory performance evaluation.

4.2.5. Any employee who has successfully completed their orientation period and leaves before the end of any year will be paid in a lump sum for unused vacation leave.

4.2.6. Vacation time accrued during 1 calendar year may be taken after the beginning of the following calendar year.

4.2.7. Vacation time should be used in no less than ½ day increments. Exceptions may be granted only under unique circumstances and on a limited basis with the approval of the supervisor.

4.2.8. Vacation time is not cumulative from 1 year to the next.

4.2.9. Vacation leave will not accrue during unpaid leaves of absences.

5. **Bereavement leave**

5.1 Staff members who qualify may have up to 3 paid working days (prorated for employees working 20-31 hours) at the time of death or funeral or memorial service of: (a) the employee's spouse; (b) the employee or spouse's: (step) child, (step) sibling, (step) grandparent, (step) grandchild or (step) parent; or (c) the spouse of any of the above.

5.2 Paid sick days may be used with special approval of the director for extended bereavement leave for immediate family members as defined in the bereavement section, and for other funerals/memorial services.

6. **Other Paid Time Off**

6.1. **Weather Related Closings**: An excused absence with pay will be given by the Director or their designee to any employee working an average of 32 hours or more per week when weather conditions necessitate the closing of the library.

Such absences will not be charged to accrued, vacation time, or sick time. Any employee who is on sick or vacation time or birthday holiday or anniversary holiday when library is closed for such stated emergencies will be charged with their sick or vacation time or birthday holiday or anniversary holiday as if the library were open for business. If the library closes for such emergencies on an employee's day off, the employee will not receive a paid weather day off. Employees, working fewer than 32 hours per week, who are offsite and are scheduled to work but are unable to work due to library closure, will be rescheduled as it fits with library needs. All employees who are onsite at time of emergency closure will be paid for the remainder of their shift.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to their usual workplace. Carpooling to the new location is expected when practical.

6.2. **Jury Duty**

6.2.1. The Library recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court or administrative agency action, you will be granted excused time away from work. You must, however, return to your duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, you should advise your supervisor and give the supervisor a copy of the summons or subpoena as soon as possible after learning that you must serve.

Non-exempt employees will receive the difference between their average straight time hourly rate up to 8 hours per day and the payment they receive for jury service for time they otherwise would have been regularly scheduled to work. Employees must present proof of the amount of jury pay received.

Exempt employees will receive their normal salary for partial workweeks in which they perform jury service or witness duty related to the Library's business, less any jury fees received.

Employees must present proof of the amount of jury pay received.

6.2.2. Employees shall note jury duty on their time sheet in the excused absence column. 'Jury duty' should be written in the note field.

6.3. **Exempt Employee Incentive Time:** Exempt employees may be required to work in excess of 8 hours on a given workday due to business needs. In those instances, the employee will receive Incentive Time in an amount equal to the amount of time in excess of 8 hours worked (rounded up to the nearest quarter hour). For instance, an exempt employee required to work 9 hours one day will receive 1 hour of Incentive Time. Non exempt employees are not eligible for and do not receive incentive time.

6.3.1. An eligible employee may accumulate a maximum of 80 hours of unused Incentive Time (the "cap"), after which, no further Incentive Time is earned unless and until the employee's balance falls below that "cap". Realizing that extenuating circumstances may occur, an eligible employee may exceed the "cap" in these instances and must update the Director in writing as soon as possible and no later than two days after exceeding the 80-hour cap.

6.3.2. Earned Incentive Time may be used as paid time off in minimum increments of ¼ hour at any time after it is earned. Director must be notified when Incentive Time in excess of two hours has or will be used.

6.3.3. Incentive Time is paid at the employee's base (non-overtime) rate of pay in effect when the incentive time is used.

6.3.4. Unused Incentive Time will not be "paid out" during employment (except when used as paid time during an absence), and unused Incentive Time is not paid out upon separation of employment for any reason.

7. Public Employee’s Retirement Fund (PERF) aka Indiana Public Retirement System (INPRS)

7.1. Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director
Assistant Director
Librarian 3
Librarian 2
Librarian 1
Assistant Business Manager
Business Manager
Library Specialist
Library Assistant
Special Services Librarian
Systems Administrator

7.2. The employee’s mandatory contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL’s PERF account. This money will be paid out to eligible JCPL employees during their retirement.

7.3. Eligible employees may also elect to make voluntary pre-tax and/or post-tax contributions toward their retirement savings up to an additional 10% of gross earnings.

8. Health/life insurance

8.1. The library offers a group health package that includes medical, dental, prescription, vision, life and accidental death benefits that, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.

8.2. The library will pay all but $1.00 per year of the life insurance cost for any eligible employees who elect not to take the health insurance.

9. Family and Medical Leave/Military Leave

The Library will comply with all applicable laws regarding FMLA and Military Leaves of Absence. Consult the JCPL FMLA/Military Leave Policy for more details.

10. Leave without pay

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the

Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

11. **Workers Compensation**

This insurance covers employee work-related injuries. It pays for medical expenses and for time off work due to the injury according to WC Regulations. The employee may use paid sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

WORK RULES

1. **Meal time**

Each employee working 7 hours or more in one day may take at least 30 minutes up to 1 hour of their own time (i.e. unpaid) for lunch or supper. Nonexempt employees must clock out and in at the beginning and end, respectfully, of such breaks. Employees are expected to be completely relieved of duties during these breaks.

2. **Break time**

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule of 3 ½ hours.

The Library will provide "reasonable break times" and a private area to employees for the purpose of expressing breast milk for up to one year after the employee's child's birth. Such breaks are typically unpaid. Please consult your supervisor with questions or to schedule such breaks.

3. **Overtime Guidelines**

Non-exempt employees may work no more than 40 hours per week. If management determines that overtime must be worked by non-exempt employees, an employee's schedule may be adjusted in another week for budgetary reasons.

Nonexempt employees are never, under any circumstances, permitted to work "off the clock". All time work must be recorded accurately using the approved time keeping method for your department.

4. **Meetings and conferences**

4.1 Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

4.2 All employees and Board members are encouraged to attend library related meetings and workshops. The Director may approve staff attendance at any Indiana Library Federation (ILF), Indiana State Library, or MCLS meeting/webinar/conference/workshop and ALA or PLA webinars. Others must be approved by the Board. Additionally, each employee must obtain approval from their supervisor before registering for and attending such meetings and seeking expense reimbursements.

4.3 Time spent traveling to/from and attending meetings or conferences is considered work time. When attending all day meetings, 1 hour is unpaid lunch time, unless the meeting continues through the lunch hour.

4.4 To receive compensation for expenses incurred for any meeting, such as parking fees, tolls, and meals, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

5. Certification

It is the policy of the library to meet the standards set by the Indiana State Library for certification levels for professional staff members. It is the responsibility of each professional staff member to maintain the certification level appropriate to their position and to pursue the library education units (LEUs) required by the Indiana State Library for re-certification for the professional position they hold. Consult the Indiana State Library Certification Manual for details. Each professional staff member must submit a copy of each LEU certificate received to the business office.

6. Travel

6.1 The library will pay reasonable meal, lodging, and transportation expenses related to official library business. Personal rewards programs should not be used for these expenses. The library does not pay for alcohol under any circumstances.

6.2 Official library business includes outreach activities, banking, recycling, post office, AV Shopping, Summer Reading shopping, supply shopping, document delivery, water testing, conferences, workshops, field trips, counterpart meetings, or meetings approved by the Board and travel among the 3 libraries of the Jasper County Public Library system.

6.3 Employees traveling on official library business may be reimbursed for meals when traveling outside of the library's service area.

6.4 Employees traveling on official library business may be reimbursed for mileage at the IRS approved rate. Reimbursement mileage should not include travel to and from the library board member's or employee's home and the library.

6.5 Employees traveling on official library business may be reimbursed for lodging and transportation expenses such as parking fees, tolls, cab fare, and air fare.

6.6 Claims for reimbursement must be completely itemized and supported by as many receipts as it is possible to obtain. JCPL expects the employee to exercise discretion and good business judgment with respect to those expenses and reserves the right to deny reimbursement for unreasonable or excessive costs. If in doubt about appropriate amounts, ask before spending. Be cost conscious and spend JCPL's money as carefully and judiciously as the individual would spend his or her own funds; and report expenses, supported by required documentation, as they were actually spent.

6.7 Keep smart phone/personal device use while driving to a minimum. Complete calls while the vehicle is parked and/or use the phone in a handsfree mode with a Bluetooth device, headset, or speaker. Even if engaging in such an otherwise permitted call, employees are at all times responsible for maintaining focus and composure while driving and must terminate any call if it becomes distracting for any reason. The Library strictly prohibits texting, reading, or sending emails while driving on library business. If you receive a citation from law enforcement for texting, reading, or sending emails while driving or are involved in an accident while engaging in texting, reading, or sending emails, you will be subject to discipline. Furthermore, employees are required to be familiar and comply with the laws of the jurisdiction in which they are driving.

7. Telecommuting

Telecommuting arrangements will only be allowed at the discretion of the Director.

EMPLOYEE PERFORMANCE AND CONDUCT EXPECTATIONS

1. Appropriate dress

Appropriate dress and personal grooming create a favorable image for the library. We expect you to use good judgment and to maintain high standards in your personal cleanliness and attire. Your appearance affects the library's image. The library reserves the right to determine that particular attire is inappropriate for its business and to inform you of this and instruct you to change inappropriate attire. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director.

2. **Alcohol and drug use**

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

3. **Discipline**

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

4. **Outside Employment**

JCPL does not prohibit employees from outside employment. The job cannot, however, interfere with meeting JCPL's staffing needs or performance and conduct expectations.

Adopted 10/93; revised 4/23

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LEAVES OF ABSENCE

Employees may not engage in other work while on leave (other than military leave), nor may they take part in non-work-related activities that are inconsistent with their ~~stated or documented reasons~~ qualifying reason(s) (and supporting documentation) for any type of leave. Employees abusing leave may lose their entitlement to leave and will also be subject to discipline up to and including discharge.

A. Personal Leave Of Absence

At its discretion, the Library may grant an unpaid personal leave of absence upon an employee's written request to the Director after the employee has used all earned vacation. A request for ~~a~~ personal leave ~~of absence~~ must clearly state the reason for the leave and the amount of time requested. Requests will be granted only for **urgent** and **exceptional** circumstances, and when the leave is appropriate based on Library workload, staffing, and other factors affecting ~~feasibility of the leave~~ operations. Personal leave cannot be used to extend an FMLA or a medical leave of absence. Personal leaves of absence will be granted in one-week increments and typically will not ~~typically~~ exceed 4 weeks during a rolling 12-month period. A "rolling" 12-month period is measured backward for each employee from the date ~~he uses~~ they use personal leave. **Note:** Personal leaves typically are considered only for full-time employees. However, at its discretion, the Library may grant unpaid days off for part-time employees.

At the Library's discretion, upon written request to the Director made at least three working days before the expiration of the initial approved personal leave, a personal leave may be extended, but not beyond 6 weeks (total) in a rolling 12-month period.

At the conclusion of a personal leave of absence, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, but the Library may reassign you based on its then-current business and personnel needs. Failure to return to work at the end of a personal leave or the unavailability of a position caused by the elimination of your position or a layoff will result in the administrative termination of your employment.

Insured benefit coverage during and upon return from a personal leave will be governed by the terms of each applicable plan.

B. Medical Leave Of Absence For Non-FMLA-Eligible Employees

If you are unable to work because of illness or injury (work-related or non-work-related) of more than five consecutive work days, you will be placed on a leave of absence. Absences due to illness or injury of five consecutive work days or fewer will be addressed under the attendance and paid time off policies.

For employees who have been employed continuously for 12 continuous weeks to one year, or are regularly scheduled to work fewer than 1,250 hours annually and, thus, typically are not FMLA eligible, medical leave may be renewed for successive periods up to a maximum of 4 weeks during a "rolling" 12-month period. However, employees will be granted up to 8 weeks of medical leave for maternity purposes. This leave must be used in full-day increments.

A "rolling" 12-month period is measured backward for each employee from the date the employee uses medical leave.

For employees employed fewer than 12 continuous weeks, medical leave will be granted only in the following circumstances:

(1) The employee may be ~~is~~ a qualified individual with a disability and granting a reasonable ~~extended~~ medical leave would be an accommodation that would not cause the Library undue hardship.

(2) The employee will be granted up to eight weeks of medical leave for maternity purposes.

(3) The employee will be granted one period of medical leave for an absence of between six and ten consecutive work days.

Except for maternity purposes, any medical leave granted during the first 12 weeks of employment will be treated as part of the 4 weeks of medical leave available to employees during their first year of employment.

Medical Documentation

You must request medical leave in writing and provide appropriate medical documentation confirming that you are medically unable to work and estimating the length of the absence. You may be (a) asked the status of any medical condition, (b) required to provide medical evidence from your health care provider or from a health care provider of the Library's choice concerning any medical condition, (c) denied a request for medical leave or a request for renewal if it determines, from the medical evidence, that you are able to perform your work, and (d) placed or continued on medical leave if the Library determines, from the medical evidence, that you are not able to perform the essential functions of your job with or without reasonable accommodation. If you are granted a medical leave, you must use all available paid time off concurrently with the leave.

Expiration Of Leave

You must notify ~~Human Resources~~ the Business Office at least five working days prior to the expiration of a medical leave whether you will return to work or whether you need ~~a renewed~~ additional medical leave. In either case, you must provide documentation from your health care provider confirming your ability to return to work or the basis for the need for ~~a renewed~~ additional medical leave. Failure to provide at least five days' notice may cause a delay in your return to work or result in the administrative termination of your employment.

Conclusion Of Leave

At the conclusion of a medical leave, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

However, the Library may reassign or change your position based on its then current business and personnel needs, and – if you are a qualified individual with a disability - the availability of any accommodation that would not cause undue hardship on ~~its~~ operations. If you return to work after a medical leave, you will resume employment on the same terms and conditions applicable to employees generally without having to satisfy any benefit plan waiting periods applicable to new employees. If you are not released to return to work and have exhausted all available leave time, your employment will be administratively terminated at that time (unless an evaluation of your circumstances indicates that you are a qualified individual with a disability for whom an extension would be a reasonable accommodation, and the Library can provide one without causing an undue hardship on its operations).

C. Family And Medical Leave Policy

The Library provides leaves of absence to eligible employees for certain family and medical reasons. This policy is intended to comply with a federal law known as the Family and Medical Leave Act of 1993 ("FMLA"), as amended. In addition, the U.S. Department of Labor's FMLA Notice is posted in the workplace and attached at the end of this policy.

Note: This policy is not meant to address and cannot possibly address every potential situation that may implicate the FMLA. It does, however, set forth the procedures and requirements generally applicable to FMLA leave requests. ~~In certain circumstances, t~~The law requires the Library to designate qualifying absences as FMLA leave ~~even when the employee~~ regardless of whether the employee ~~does not~~ requests or wishes to use FMLA leave, and the Library will comply with its legal obligations in those and all other situations.

Eligibility

To be "eligible," an employee must have worked for the Library as of the date the requested leave is to begin:

- for at least 12 months; and
- for at least 1,250 hours during the previous 12 months.

Reasons For Leave

FMLA leave may be requested for the following reasons:

Parenting Leave. This leave can be taken to care for a new son or daughter, including by birth or by adoption or foster care placement. An employee may take Parenting Leave only during the 12-month period that begins on the date of the birth, adoption, or placement, and this leave cannot be taken intermittently or on a reduced schedule;

Family Medical Leave. This leave can be taken by an employee to care for the "serious health condition" of the employee's spouse, child, or parent;

Employee Medical Leave. This leave can be taken for the employee's own "serious health condition" if the condition renders the employee unable to perform his job functions;

Military Family Exigency Leave. This leave can be taken by an employee because of a qualifying exigency arising from the fact that the employee's spouse, child, or parent is on or has been called to covered active duty in the U.S. Armed Forces. Qualifying exigencies include things such as making arrangements necessitated by short-term deployments, attending certain military events and related activities, assisting the Covered Military Member with alternative child care arrangements when the active duty or call to active duty status necessitates a change in the existing arrangements, assisting the Covered Military Member with certain financial and legal arrangements related to active duty or the call to active duty; attending counseling arising from covered active duty or the call to covered active duty, spending time with the military member who is on short-term, temporary rest and recuperation leave, and caring for a military member's parent when the parent is incapable of self-care; or

Covered Servicemember Leave. An employee may take this leave to care for the employee's spouse, child, or parent who is a Covered Servicemember with a Serious Illness or Injury incurred or aggravated in the line of duty on active duty. Also, this leave may be taken by an employee who is the next of kin of a Covered Servicemember.

Duration of Leave

An eligible employee is entitled to a total of 12 work weeks of leave during a "rolling" 12-month period measured backward for each employee from the date he uses FMLA leave other than Covered Servicemember Leave.

For Covered Servicemember Leave, eligible employees are entitled to up to 26 workweeks of leave in a single 12-month period. For purposes of Covered Servicemember Leave only, the "single 12-month period" is the 12-month period measured forward from the first date of Covered Servicemember Leave.

~~When a husband and wife are both eligible employees of the Library, the husband and wife will be permitted to take only (1) a combined total of 12 weeks for Parenting Leave or (2) a combined total of 26 weeks in a single 12-month period for Covered Servicemember Leave.~~ When spouses are both eligible employees of the Library, each spouse will share in and be permitted to take only (1) a combined total of 12 weeks for Parenting Leave or (2) a combined total of 26 weeks in a single 12-month period for Covered Servicemember Leave.

Substitution of Paid Leave

Generally, FMLA leave is unpaid. However, if an employee (a) also has available paid time off and (b) the employee's leave request meets the requirements of that paid time off program, the employee will be required to use all available paid time off concurrent with FMLA leave. The Library will apply paid time off during FMLA in accordance with the following chart:

TYPES OF PAID TIME OFF	**APPLIED DURING**				
	Parenting Leave	**Family Medical Leave**	**Employee Medical Leave**	**Exigency Leave**	**Covered Service Member Leave**
(1) Sick Pay	Yes	Yes	Yes	No	Yes
(2) Vacation	Yes	Yes	Yes	Yes	Yes

Employees will not be required to use available paid time off during FMLA when receiving worker's compensation benefits. However, where disability or workers' compensation benefits provide replacement income that is less than the employee's full salary, employees may elect to use available paid time off to supplement such benefits with a written request to the Business Office ~~Human Resources Department~~ (so long as the plan permits this supplement). FMLA will run concurrently with worker's compensation benefits, regardless of whether the employee supplements those benefits with available paid time off.

Intermittent or Reduced Schedule Leave

Under certain circumstances, an employee may take intermittent or reduced schedule leave in increments of no less than one-quarter hour. "Intermittent leave" generally means leave taken on an occasional basis for such reasons as medical treatments. "Reduced schedule leave" means a temporary, but regular, change in the employee's usual number of hours per day or hours per week.

An employee is not entitled to take leave intermittently or on a reduced schedule for Parenting Leave.

For Family Medical, Employee Medical, or Covered Servicemember Leave, the employee may take an intermittent or reduced schedule leave if it is medically necessary. An employee must provide certification that a medical need for leave exists and that the medical need can best be accommodated through an intermittent or reduced schedule leave. Military Family Exigency Leave may also be taken on an intermittent or reduced schedule basis.

Employees needing intermittent leave or a reduced schedule must make reasonable efforts to schedule their leave so as not to disrupt the Library's operations. In addition, if an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the Library may require the employee to transfer temporarily to an available alternative position, with equivalent pay and benefits, for which the employee is qualified and which better accommodates intermittent or reduced schedule leaves.

Notification Requirements

An employee must request FMLA leave at least 30 days before the date FMLA leave is to begin by contacting the Business Office ~~Human Resources~~ (except in cases of medical emergency, unexpected changed circumstances, or where the need for leave is unforeseeable, in which case(s) the employee must give notice as soon as practicable after the employee is aware that he needs to take FMLA leave).

If an employee requests Family Medical, Employee Medical, or Covered Servicemember Leave, the employee must submit a medical certification from the employee's or family member's health care provider within 15 days after the Library delivers the written request for medical certification for FMLA leave. If applicable, the certification must also notify the Library of the reasons why an intermittent or reduced schedule leave is medically necessary and of the schedule for treatment. Employees requesting Military Family Exigency Leave must also submit certification of the qualifying exigency within 15 days after the Library's written request.

If an employee fails to give 30 days' notice for a foreseeable leave with no reasonable excuse for the delay, the Library may deny FMLA leave until at least 30 days after the date the employee provides notice of the need for FMLA leave. After an employee submits a medical certification, the Library may require an employee to obtain a second opinion from a provider of the Library's choice and at its expense. In some cases, the Library may require, at the Library's expense, a third opinion from a provider selected jointly by the employee and the Library.

During FMLA leave, an employee may be required to report periodically on his status and intent to return to work.

Employees on a Family or Employee Medical Leave may also be required to submit to the Library medical recertifications periodically during the leave period subject to the same rules as the initial medical certification. Medical recertifications may also be required under certain specific circumstances, for example, (1) when an employee requests an extension for a leave, (2) when circumstances under an initial certification have significantly changed, (3) when there is information which casts doubt on the current medical certification, or (4) when an employee is unable to return to work after FMLA leave.

Upon the conclusion of an Employee Medical Leave, the employee must present to the Library certification from his health care provider that he is able to return to work. Unless and until an employee provides this fitness-for-duty certification, the employee will not be able to return to work and employment may be administratively terminated if the certification is not promptly provided.

Continuation of Benefits

As a general rule, FMLA leave is unpaid. The Library, however, will maintain an employee's coverage under the Library's group health plans on the same conditions during FMLA leave as if the employee had been employed continuously during the FMLA leave period. An employee may choose not to continue coverage. An employee who continues health coverage must continue to pay his share of the premiums during an FMLA leave period to maintain coverage. An employee's premium payment is due on the same schedule as premium payments are made under COBRA.

The Library's obligation to continue group health coverage during FMLA leave will end if the employee's premium payment is more than 30 days late. Even if an employee does not continue health coverage during FMLA leave, the Library will restore regular coverage if the employee returns to work.

The Library will also maintain an employee's life insurance coverage if desired during leave if the employee pays the full monthly premium (including the Library's share of the premium) during that period. The employee's premium payment is due on the same date as the premium payment for health coverage.

To continue or discontinue any AFLAC, PERF, and Deferred Comp Plan benefits, the employee must make arrangements with the Business Office prior to or as soon as possible after going on leave.

Right to Job Restoration

Upon return from FMLA leave, employees will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Certain salaried key employees (as defined by the FMLA) may be denied restoration if their reinstatement would cause substantial and grievous economic injury to the Library. If, during FMLA leave, a reduction or other event occurs that would have changed, or even eliminated, the employee's job had the employee not taken leave, the returning employee will have no greater rights than if the employee had been continuously employed during FMLA leave. The Library will determine whether an employee will be restored to the same position or to an equivalent position.

If an employee chooses not to return to work after FMLA leave expires, the Library may recover its share of health insurance premiums paid on the employee's behalf during the FMLA leave period. The Library will seek to recover those premiums unless the employee fails to return because of (1) the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, with respect to Covered Servicemember Leaves) that would otherwise entitle the employee to FMLA leave or (2) other circumstances beyond the employee's control. If an employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, as applicable), the employee must provide a medical certification of the serious health condition or serious illness/injury. The employee must provide the certification within 30 days from the date the Library requests it. If the employee does not provide the certification in a timely manner, the Library may recover its share of the health insurance premiums paid for the employee during the entire FMLA leave period.

At the exhaustion of FMLA leave time, if an employee is unable to return to work, employment will be administratively terminated unless (1) an evaluation of the employee's circumstances indicates that the employee is a qualified individual with a disability for whom a reasonable extension of leave would be an accommodation, and the Library can provide that accommodation without causing an undue hardship on its operations; or (2) the employee has available sick days to be utilized in compliance with the Library's policy. However, even if otherwise available, sick days cannot be used to extend an FMLA parenting or exigency leave. Employees who extend leave through the use of sick days are not assured of returning to the same or equivalent job. Instead, upon your release to return to work, you will be returned to an available position for which you are qualified; if there is no available position for which you are qualified, your employment will be administratively terminated at that time.

Selected Definitions

"Parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in the place of the employee's parent when the employee was a Son or Daughter (see definition of "Son or Daughter" below). The term "Parent" does not typically include parents "in law" or "grandparents."

"Son or Daughter/Child" means a biological, adopted or foster child, a stepchild or legal ward of an employee, or a child for whom the employee stands in the place of a parent, who is either (1) under age 18 or (2) age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA is to commence. (This definition does not apply to Covered Servicemember Leave or Military Family Exigency Leave.)

"Son or Daughter/Child of a Covered Servicemember" means a Covered Servicemember's biological, adopted or foster child, stepchild, legal ward, or a child for whom the Covered Servicemember stood in the place of his parent, who is of any age. (This definition only applies to Covered Servicemember Leave.)

"Son or Daughter/Child on covered active duty" means (1) the employee's biological, adopted or foster child, stepchild, legal ward, or a child for whom the employee stood in the place of the parent when the child was under 18, (2) who is on or called to covered active duty, and (3) who is of any age. (This definition only applies to Military Family Exigency Leave.)

"Covered Active Duty" or "Call To Active Duty Status" means, in the case of a member of the regular Armed Forces, duty during deployment to a foreign country. In the case of a member of a reserve component of the Armed Forces, covered active duty means duty during deployment to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C § 101(a)(13)(B)

"Covered Servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the military's temporary disability retired list for a serious illness or injury. Covered Servicemember also means a veteran who (1) is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and (2) was a member of the Armed Forces (including a member of the National Guard or Reserves) and was released or discharged, other than dishonorably, at any time during the 5-year period before the first date the eligible employee takes Covered Servicemember Leave.

"Serious Illness or Injury" with respect to a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred or aggravated in the line of duty and on active duty that renders the Covered Servicemember unfit to perform the duties of his or her office, grade, rank or rating. With respect to a Covered Servicemember who is a veteran, Serious Illness or Injury means a qualifying illness or injury (as defined by the Secretary of Labor) that was incurred or aggravated in the line of duty on active duty in the Armed Forces and that manifested itself before or after the member became a veteran and is (1) a continuation of a serious injury or illness incurred or aggravated when the veteran was a member of the Armed Forces and rendered him unable to perform the duties of his office, grade, rank, or rating; (2) a physical or mental condition for which the veteran has a VA Service Related Disability Rating of 50% or greater; (3) a physical or mental condition that substantially impairs the veteran's ability to secure or hold gainful employment because of disability related to military service; or (4) an injury (including a psychological injury) for which the veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

"Outpatient Status" with respect to a Covered Servicemember who is a current member of the Armed Forces means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

"Veteran" is defined by 38 U. S. C. § 101.

EMPLOYEE RIGHTS
UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

WAGE AND HOUR DIVISION

~~medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.~~

~~"Veteran" is defined by 38 U. S. C. § 101.~~

D. Military Family Leave Policy

The Library provides leave to eligible family members of individuals on active duty in the U.S. Armed Forces or the Indiana Army or Air National Guard. "Active duty" means full-time service on active duty orders for a period of at least 90 consecutive calendar days.

Eligibility

Eligible employees include the following relatives of the individual on active duty:

a) spouse;

b) ~~biological or adoptive parent~~ parent (by blood, adoption, foster placement, or step-relationship);

c) court-appointed guardian or custodian;

d) ~~biological~~ grandparent (by blood, adoption, foster placement, or step-relationship);

e) sibling ~~(by blood or adoption)~~ (by blood, adoption, foster placement, or step-relationship); or

f) child ~~(by blood or adoption)~~ (by blood, adoption, foster placement, or step-relationship).

To be eligible for Military Family Leave, an employee

a) must have been employed by the Library for at least 12 months and

b) must have worked at least 1,500 hours during the 12-month period immediately preceding the date that the leave is to begin.

Leave Entitlement

Eligible employees may take up to 10 days off work per calendar year as Military Family Leave. ~~Under this policy, a year is a "rolling" 12-month period measured backward for each employee from the date he uses Military Family Leave.~~ Leave can be taken during:

a) the 30 days before active duty orders are in effect;

b) during a leave provided to the one on active duty while the active duty orders are in effect; and

c) the 30 days after the termination of the active duty orders.

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Notification Requirements

Employees must provide a written request for Military Family Leave to the Business Office ~~Human Resources~~ and provide a copy of active duty orders, if available, before taking leave. This request must be made at least 30 days before the date the requested leave is to begin unless the active duty orders are issued fewer than 30 days prior to the date the requested leave is to begin.

Substitution of Paid Leave

Military Family Leave is unpaid, but employees may use vacation days during this leave upon request. However, employees may not request or use any paid medical/sick benefit while on Military Family Leave.

Continuation Of Benefits

The Library will maintain an employee's coverage under its Health and Life Plan on the same conditions during Military Family Leave as if the employee had been employed continuously during the leave period. An employee who wishes to continue health coverage must continue to pay his share of the premiums during the leave period to maintain coverage.

Job Restoration/No Retaliation

Upon return from this leave, employees generally will ~~generally~~ be restored to their position. No action will be taken against an employee because of the use of this leave. If, during the leave, a layoff or other event occurs that would have changed, or even eliminated, your job had you not taken leave, you will have no greater rights than if he had been continuously employed during the leave.

E. Military Leave

The Library will comply with all applicable laws regarding military leaves of absence. You may elect to use vacation during military service.

FILED
APR 11 2023
Donya S. Jordan
Auditor, Jasper Co.

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS __10th____ DAY OF _____April_____________, 2023.

NAY

AYE
Janelle L. Horgan
Julie Davidson
Janet Umlauf
Janett Kingman

ATTEST: Janet Umlauf
Secretary of the Jasper County Public Library Board

Director's Report
March 2023

Consent Agenda

You will be approving the minutes of the March board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: There is one policy up for review in April, the Personnel Policy. I also bring to you the Leaves of Absence Policy that was under review prior to the March board meeting but not ready to be presented to the board in March. Review is now complete. Revisions are recommended for both policies. Please see R 10 & R 25 I asked our employment law attorney to review our Leaves of Absence Policy which he drafted. After his review he commented that the policy was in good shape, but that he did recommend some revisions, naming his edits relatively few and minor. We reviewed his suggestions and recommend that the board approve the revised policy. Regarding the Personnel Policy, only a few revisions are recommended, mostly to clarify points for staff. We also updated the Salary Schedule contained in the policy because our Personnel Policy states: *Minimums will increase at a rate of ½ the annual increase to adjust for inflation each January in odd numbered years.* This is the year to update the minimums. These rates have been in effect since January 1, 2023, as dictated by the policy. When we do our policy review/revision in April we publish the rates. That has always been our practice. **If you approve the Consent Agenda items, you will approve revisions to the Leaves of Absence Policy and the Personnel Policy as presented.**

General Business:

Abonmarche Proposal: Matt Kaiser and Arvin Delacruz from Abonmarche will attend our April meeting to present their proposal for an asset management plan, to help the library with anticipated capital improvements and future planning. Their proposal will include goals and budget numbers. While they are with us, I would also like to discuss chiller replacement in greater depth.

Annual Impacts - Report by DeMotte Branch Manager & Children's Specialist: Shannon Heldak & Autumn Fagenbaum will present their Annual Impact Reports at the April Board meeting, reporting on adult and youth services.

Permission to Loan Lillian Fendig Paintings for Prairie Arts Council Exhibit: To celebrate their 30th Anniversary, Prairie Arts Council (PAC) is highlighting the work of artist Lilian Fendig, their gallery's namesake. In August and September they will present an exhibition of Lilian's art work in the Lilian Fendig Gallery in the Carnegie Center in Rensselaer. They would like to include the two Lilian Fendig paintings owned by the library, currently on display at the Rensselaer Library. Our contribution will be highlighted on a tag near the art and in a show pamphlet. PAC does have insurance for damage or loss from the date of delivery and acceptance through the date the paintings leave the gallery. News releases and printed announcements will be distributed about the exhibit. **We would love for our paintings to be included in the exhibit, but board permission is required to do so.**

Advance Tax Draw: To ensure that we receive tax money just as soon as it is available for distribution, we should request an advance tax draw. **You need to pass a resolution to approve requesting an advance tax draw.**

Report on JCPL Volunteers: In 2018 a board member asked how the board might acknowledge/thank library volunteers. At that time, I reported to the board that each library has their own way to thank library volunteers. Past practice has included: Wheatfield puts volunteer names in the paper and has a pizza party; DeMotte has a pizza party for teens, writes thank-you notes, gets gifts, verbal thank-yous; Rensselaer has a pizza party for teens, thank-yous and small tokens are given, coffee tea & chocolates are made available during People Count Week; DeMotte and Wheatfield provide a thank-you breakfast and carry in for the Friends when they decorate for the holidays and take the decorations down. Thank-you notes/letters from a board member would be welcomed. I suggested a volunteer report to the board presented annually in April, and the board agreed this would be welcomed. I am working on a list to distribute at our April meeting. This list will help you be better aware of who volunteers so that you can thank them in person when you see them or write thank-you notes if you wish.

Director Review: You will be doing my evaluation at the May board meeting in an executive session. In your board folders (the folders you receive on the night of the board meeting) you will find a copy of my self-evaluation and a blank evaluation form for you to fill out. I have provided a stamped envelope for you to use to mail this evaluation form to Janelle Harper, chair of the director's evaluation committee. Janelle will need to provide you with a deadline so that the committee can meet to prepare a written evaluation for me before the May meeting. At the May meeting the evaluation will be discussed by the whole board and then presented to me in the executive session. Kevin Kaluf and Janett Kingman also serve on this committee.

Director's Report

April is building insurance renewal month. We bid our insurance out every three years with last year being the most recent year to bid it out. This year is a renewal year. Our premium went up $1468 (5.8%). Our property coverage increased by 6%, which is almost exactly what the rate change is for the premium. Our agent, Stace, has explained that the increase in property coverage and the premium are due to the cost of construction being at an historic pace. The increases are to offset building costs. We have also received word that our deductible is increasing from $1000 to $2500. A $1000 deductible is no longer an option. $2500 is the lowest we can go. This is not because of us or due to claims. It is an industry trend.

The library has started working with Cintas on several of our janitorial needs. Cintas will stop at each library monthly to deliver and check the inventory. We will be receiving the following services: paper products and hand soap, cleaning chemicals, microfiber cloths and mop heads, and air freshener, something new for public restrooms. Rensselaer and DeMotte libraries were set-up during the last week of March with Wheatfield Library scheduled to be set-up the first week of April. This new approach with save a lot of staff time - ordering, receiving, storing, and transporting janitorial items. Product costs should remain roughly the same on the regular janitorial items. The air fresheners did increase janitorial costs just a bit for the library, but we think they are a nice add for patrons and staff who requested them. Rayann did a great job researching this option, costing it out, arranging for set-up, and communicating with staff. Due to a state contract, we are getting better pricing and free dispensers.

We are making some changes with digitization and the library website. Mel is skilled in the areas of web mastering and digitization. She has served as our webmaster for years, but we need to shift her focus away from web mastering to digitization. Mel will now serve as Digitization Coordinator and continue to serve as Database Coordinator. She will no longer serve as our webmaster. Digitization is a big part of our collection and services now and will be in the future. We need to put more emphasis on this, establishing policies and procedures, continuing to add to our collection, assessing, planning, and growing our skills. Mel will work in collaboration with our Genealogy Specialists. Mel's focus will be on the technical side and with processes. Our website will move from the Drupal platform which is more technically difficult to a turnkey approach, something simple. The goal is for our website to look sharp, be current, and have all elements required by Indiana Library standards. There may be some additional content but not everything we have now. We will have a Website Coordinator with two other staff members as contributors. We have not yet selected our turnkey product.

For Staff Development Day, we have invited Cindy and Keri from the Center for Creative Solutions to train us with their training entitled 'From No to Go: Harnessing Your Inner Voice'. We will learn how internal chatter works in everyone; why we engage in it; how the inner voice can benefit us; when the chatter deprives us of our own success and happiness; 10 techniques to change negative chatter to productive self-talk; and 10 proactive ways to keep your inner voice calm and productive, and more. Our training day will be nearby but off site – so that we may all be in learning mode and be out of our 'regular spaces' which will be an additional break in routine. Staff have been trained by Cindy and Keri on two other occasions, and the training was very well received and appreciated. We will also seek quotes for caterers with the goal of enjoying good food, prepared by someone else, while we are being trained at our off-site venue.

Electrician Kevin Moore sent an email to me regarding the addition of a generator at Rensselaer Library. He reports, "Unfortunately due to the layout of the electrical system of the building, the generator option is difficult. Typically we would install equipment in the mechanical room and control the circuits that we want to back-up. The issue is, that there is no room in there to add the equipment that is needed to do this. The next and only option that I see, is to back up the entire building. In this case we would put the transfer switch outside and interrupt the main power coming in. That is going to be a substantial expense as it will take a large generator and transfer switch. In order to pull this off, it's going to take some time to assess the power needs. We would have to monitor the power usage for several months or have a plan engineered based on your current design/equipment. If I had to guess, based on some past projects, you could potentially be looking at around $100,000 or more to install something in this manner. I don't give up easy, but on the same token, I don't like to jump into a project that I feel may have a better solution. There is a company in Lafayette that specializes in commercial/industrial generator applications, called Huston Electric. My recommendation would be to reach out to them and get a quote. They may have a better option than I have come up with." I appreciate his thoughtful assessment.

ILF provided an update on Senate Bill 12 on April 4. They reported, "SB12 is no longer moving and closely related language is proposed to be amended into SB380 on Wednesday during the House Education Committee meeting. The amendment does several things: Requires that school corporations adopt a policy for the removal of material that is obscene/harmful to minors from a school library. This requirement is less prescriptive than the Senate-passed SB12. Requires public libraries to adopt a policy for individuals to submit a request to relocate a material that is obscene/harmful to minors. Public libraries were not included in the Senate-passed SB12. Removes the scope-of-employment defense for public libraries. Public libraries were not included in the Senate-passed SB12. Requires prosecutors to consider whether a complainant has exhausted the local remedies (described above) before initiating criminal charges against a school/library employee." As a reminder, SB 12 was one of the pieces of legislation related to Material Harmful to Minors that I reported about in early February. At that time public libraries were included in the proposed legislation. Then they were removed from the legislation when the legislation passed out of the Senate at the end of February. Now they are back in the legislation via a proposed amendment. I continue to monitor this legislation.

Seven staff members will be attending the ILF Regional Conference at St. Joe County Public Library. We received a great per person registration fee due to our institutional membership with ILF. Quite a number of newer staff have registered to attend.

National Library Week is being celebrated April 23-29. The theme for this year is "There's More to the Story." I plan to do a radio spot for WLQI and will tell a bit of our story. Tuesday, April 25, is National Library Worker's Day, so we will share pictures of staff members who want to participate in a photo collage. We did this last year and received a lot of engagement from that post.

System Administrator News

Sheila reports, "On 3/6, the Financial PC wouldn't boot properly. After much troubleshooting, we determined that the issue was a bad hard drive. I took the CPU to Roeing's Lafayette location and Chris was able to repair it. In the meantime, Rayann called AVC to see if they could temporarily set up the financial software on her PC. They were able to use files from backup (thank you to the business office for maintaining consistent backups!). This worked fine, with some minor inconveniences, until the financial PC had a new hard drive and was back in service on 3/21. It's nice to know that AVC can temporarily set up the business office on another PC for those occasions when we have a Financial PC computer failure in the future. When Broc from ENA was here to discuss options for JCPL Internet speeds last month, the ENA website was down that runs charts for how much bandwidth we use regularly. At that time, we decided to upgrade to the 7G internet access from our current 1G speed because the cost was significantly less than we are paying for 1G now, and 7G was only $20 more per month than upgrading to a 2G line. Last month in my report I shared the cost of 7G: $2520. Their bandwidth report website just recently came back up and I ran reports for Rensselaer for every month from 3/2022 through 2/2023. I found that we don't get close, even on Peak times, to using the 1G bandwidth we have at Rensselaer. In addition, we don't have the infrastructure to take advantage of the 7G bandwidth. It would be quite costly for us to upgrade our equipment. I discussed this additional information with Patty. Since there is no need to upgrade to 7G, we will go ahead and stay with the 1G at Ren for $2000 for e-rate year 7/1/2023-6/30/2024."

Technical Services News

Becky reports, "I did the annual patron purge, which is a little different in the new version of TLC. I gave reports to each location so that they can pull paper applications. I am working with Linda to make sure we are catching all the names that should be pulled.Tech Services worked with Rayann to select a new barcode vendor. They are much more expensive that our old vendor. We ordered less than we used to, but our old large orders would last us for several YEARS, so we think we'll be ok. We'll have to order more frequently, in smaller batches. Mary did a test inventory of the STEAM kits in preparation for going to the other locations to do inventory."

DeMotte Library News

Shannon reports, "Autumn's Pre-Stem was light themed, and the kids were in amazement at the stations. It was fun to take something very simple and explore it. Autumn and Karla ran Nerf Night together. They have finally worked out all the kinks and are able to run 2 games consecutively on the children's and adult side of the library. Autumn used shrinky dink paper for her Anime Keychain program. All participants, even a few parents, were enthralled watching the paper fold, bend, and shrink while it was in the toaster oven. We had a patron complaint about Anime Club (not someone who attends, but someone who saw the flyer in the lobby). The patron does not feel anime is appropriate for children because it leads them to pornography and transgenderism. A public service staff member fielded the comment, and the patron was not interested in talking further with Autumn or Shannon.

Rensselaer Library News

Linda reports, “We received a lovely donation of an art glass piece. It was created by Shirley Wood and is hung between two of our paintings in the adult side of the library. Mel offered an assortment of times and places for training on the new grant database. Our cooking, trivia, craft, and informational programs are gaining a following.We had a very good turnout for Family Train Day and children and adults alike seemed to enjoy themselves. We had a first Fabulous Friday to take the place of Magnificent Monday because it fit better into the Help at Home clients schedule. They had fun doing a couple of St. Patrick’s Day crafts. The Teen Tuesday group enjoyed making Irish potato pancakes and eating them too. We are looking forward to nicer weather in April and Summer Reading is right around the corner.”

Wheatfield Library News

Evie reports, “There have been a number of things rearranged here this past month! I started by heavily weeding the nonfiction collection so that it would fit into a slightly smaller space, and the back side that faced the fiction collection was cleared to make room to move the magazines to there. Since magazine publications are ceasing, we now only have about 60 subscriptions, so they no longer needed the space of the back corner of the library. The opposite is true for our DVD/BluRay collection – we could not expand the shelving of movies based on its previous location (just to the right of the front doors as you entered the children’s area), so we moved the movies to the back corner where magazines had been. Children’s/family movies were left on the kid’s side of the library, but on a shorter shelf. I also moved a couple of the computers, so all four are near the circulation desk, as well as moved the CD rack closer to the front to allow for more space near the movies. It’s a bit of an adjustment for the staff and patrons, but I am loving the line of sight we now have to the children’s areas! Plus, I’m hoping that patrons will see something new they may want to check out as they are drawn to the back of the library.”

Please contact me if you are unable to attend the April board meeting or if you have any questions about material in your packet. - Patty

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JCPL FINANCIAL STATEMENT

March 31, 2023

	Beginning 2023 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,452,984.16	$184,703.99	$592,800.53	$66,767.91	$200,605.51	$1,060,789.14
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$28,544.83	$978.99	$3,132.85	$2,050.83	$9,201.55	$34,613.53
DeMotte	$10,206.61	$785.83	$1,728.08	$193.17	$3,103.17	$11,581.70
Rensselaer	$15,220.35	$26.60	$752.26	$1,807.86	$5,168.58	$19,636.67
Wheatfield	$3,117.87	$166.56	$652.51	$49.80	$929.80	$3,395.16
Library Improvement Reserve Fund	$232,697.44	$0.00	$0.00	$19.77	$58.02	$232,755.46
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$1,883,891.24	$0.00	$0.00	$7,282.00	$20,509.62	$1,904,400.86
Includes Investments of $1,847,023.06						
Broadband Connectivity Grant Fund	$0.00	$1,807.50	$3,615.00	$0.00	$18,520.35	$14,905.35
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$237.15	$0.00	$211.99	$28.03	$73.71	$98.87
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ARP Grant Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$8,143.44	$25,635.38	$8,143.44	$25,635.38	$0.00
FICA Tax Collected	$0.00	$8,119.73	$25,360.12	$8,119.73	$25,360.12	$0.00
State Tax Collected	$0.00	$3,580.33	$11,157.81	$3,580.33	$11,157.81	$0.00
County Tax Collected	$0.00	$2,819.03	$8,830.09	$2,819.03	$8,830.09	$0.00
INPRS	$0.00	$3,075.61	$9,486.80	$3,075.61	$9,486.80	$0.00
Deferred Comp Plan	$0.00	$1,940.00	$5,670.00	$1,940.00	$5,670.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,757.74	$10,348.22	$3,570.60	$10,348.34	$0.12
Life Insurance	$0.00	$302.30	$916.90	$302.32	$916.12	($0.78)
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,601,767.72	$219,228.66	$697,165.69	$107,699.60	$346,373.42	$3,250,975.45

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Bank Balances

Jasper County Public Library

Report as of: **3/31/23**

	Bank	
1	Alliance Bank	$1,403,682.39
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$1,847,023.06
	Total all banks =	**$3,250,975.45**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$1,804,521.98		Rainy Day	7/29/22	$6,818.65	Jan-23
								$6,399.54	Feb-23
								$7,277.13	Mar-23

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$20,495.32**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **3/1/23** *To* **3/31/23**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$86,944.00	$0.00	$86,944.00	$7,314.66	$21,769.78	$65,174.22	75.0
1.12 SALARY OF ASSISTANTS	$1,220,279.00	$0.00	$1,220,279.00	$95,222.92	$298,043.49	$922,235.51	75.6
1.13 WAGES OF JANITORS	$99,251.00	$0.00	$99,251.00	$6,049.61	$19,035.14	$80,215.86	80.8
1.21 EMPLOYER'S SHARE-FICA	$107,595.00	$0.00	$107,595.00	$8,119.73	$25,360.12	$82,234.88	76.4
1.22 UNEMPLOYMENT COMPENSATION	$2,531.00	$0.00	$2,531.00	$0.00	$272.89	$2,258.11	89.2
1.23 EMPLOYER'S CONTRIB.- PERF	$125,868.00	$0.00	$125,868.00	$10,084.22	$31,214.75	$94,653.25	75.2
1.24 EMPLOYER'S CONTRIB.- INS.	$175,454.00	$0.00	$175,454.00	$11,760.85	$37,895.07	$137,558.93	78.4
Subtotal	*$1,817,922.00*		$1,817,922.00	$138,551.99	$433,591.24	$1,384,330.76	76.1
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$110.90	$389.10	77.8
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$6,500.00	$0.00	$6,500.00	$0.00	$942.76	$5,557.24	85.5
2.21 CLEANING & SANITATION SUPPLIES	$7,500.00	$0.00	$7,500.00	$75.06	$849.07	$6,650.93	88.7
2.23 OTHER OPERATING SUPPLIES	$6,500.00	$0.00	$6,500.00	$140.28	$613.42	$5,886.58	90.6
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$46.58	$353.42	88.4
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$0.00	$750.00	100.0
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$155.89	$1,041.72	$15,458.28	93.7
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$40,750.00*		$40,750.00	$371.23	$3,604.45	$37,145.55	91.2
3. Other Services and Charge							

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$680.00	$680.00	$6,320.00	90.3
3.14 OTHER PROFESSIONAL SERVICES	$6,200.00	$0.00	$6,200.00	$20.17	$1,259.84	$4,940.16	79.7
3.145 DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$359.88	$1,417.88	$28,682.12	95.3
3.146 E-BOOKS SERVICES	$40,000.00	$0.00	$40,000.00	$3,000.00	$13,750.00	$26,250.00	65.6
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,085.58	$3,256.00	$10,744.00	76.7
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$98.00	$1,902.00	95.1
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$926.43	$2,654.51	$17,345.49	86.7
3.24 PROFESSIONAL MEETINGS	$7,500.00	$0.00	$7,500.00	$200.00	$358.39	$7,141.61	95.2
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$88.85	$182.02	$1,617.98	89.9
3.26 NETWORKING	$92,220.00	$0.00	$92,220.00	$1,007.04	$4,823.37	$87,396.63	94.8
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$299.48	$299.48	$500.52	62.6
3.33 MARKETING ADVERTISING	$4,500.00	$0.00	$4,500.00	$0.00	$0.00	$4,500.00	100.0
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$200.00	$300.00	60.0
3.42 OTHER INSURANCE	$31,000.00	$0.00	$31,000.00	$0.00	$0.00	$31,000.00	100.0
3.51 GAS	$25,000.00	$0.00	$25,000.00	$2,480.51	$8,622.14	$16,377.86	65.5
3.52 ELECTRICITY	$129,000.00	$0.00	$129,000.00	$7,067.88	$22,063.10	$106,936.90	82.9
3.53 WATER	$3,500.00	$0.00	$3,500.00	$229.14	$741.12	$2,758.88	78.8
3.54 WASTE DISPOSAL SERVICES	$9,000.00	$0.00	$9,000.00	$646.41	$1,928.19	$7,071.81	78.6
3.61 BUILDING & STRUCTURES	$122,930.00	$0.00	$122,930.00	$4,623.56	$6,587.11	$116,342.89	94.6
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72 EQUIPMENT RENTALS	$400.00	$0.00	$400.00	$14.39	$98.17	$301.83	75.5
3.91 DUES	$2,600.00	$0.00	$2,600.00	$100.00	$287.00	$2,313.00	89.0
3.93 TAXES & ASSESSMENTS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$124,053.00	$0.00	$124,053.00	$5,511.39	$18,043.39	$106,009.61	85.5
Subtotal	*$725,523.00*		$725,523.00	$28,340.71	$87,349.71	$638,173.29	88.0
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$88,000.00	$0.00	$88,000.00	$3,813.42	$39,326.27	$48,673.73	55.3
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$8,849.34	$17,336.92	$132,663.08	88.4
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$678.84	$3,352.55	$13,147.45	79.7
4.53 NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$4,098.46	$8,239.39	$51,760.61	86.3
Subtotal	*$314,500.00*		$314,500.00	$17,440.06	$68,255.13	$246,244.87	78.3
Grand Total	$2,898,695.00	$0.00	$2,898,695.00	$184,703.99	$592,800.53	$2,305,894.47	79.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3C

F3d

Appropriation Report for 276 BROADBAND CONNECTIVITY

Jasper County Public Library

Report Date: From **3/1/23** *To* **3/31/23**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,807.50	$3,615.00	($3,615.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,807.50	$3,615.00	($3,615.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,807.50	$3,615.00	($3,615.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From **3/1/23** *To* **3/31/23**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	129	PAYROLL	3/10/23	PAYROLL	$51,272.04
0	130	CHICAGO TRIBUNE	3/10/23	DeM & Rens: Newspaper subscriptions Acct# 20468938	$467.34
0	131	CHRISTINA SANDERS	3/10/23	Courier Mileage: 2/16-2/28/23 (conf#1203)	$365.49
0	132	INPRS fbo PERF	3/10/23	INPRS Contributions 3/10/23 Payroll	$6,212.63
0	133	IRS USA TAXPAYMENT	3/10/23	Federal Withholding, Medicare, & FICA withheld 3/10/23 Payroll (Acknowledgement #03074101)	$11,432.84
0	134	NATIONWIDE	3/10/23	Annuity withheld 3/10/23 Payroll	$970.00
0	135	TOWN OF DEMOTTE	3/10/23	Dem: Sewer & Water: February 2023 (Conf#1205)	$146.94
0	136	TOWN OF WHEATFIELD	3/10/23	Wh: Sewer Service March 2023 (Conf#1204)	$77.35
39204	137	ACE HARDWARE	3/13/23	Shelving nuts & washers	$12.79
39205	138	AMAZON CAPITAL SERVICES	3/13/23	Books, glass cleaner, video to digital converter, airpods, counter sign mats, liquid ice melt, grabbers	$675.57
39206	139	ANTHEM BLUE CROSS BLUE S	3/13/23	Health insurance premiums- March 2023; L. Drake- February 2023 premium; C. DeVries- credit for Jan & Feb 2023 premiums	$14,262.56
39207	140	ANTHEM LIFE	3/13/23	Life insurance premiums- March 2023	$105.21
39208	141	APPLIED INNOVATION	3/13/23	Quarterly maintenance agreement on patron copiers	$1,533.21
39209	142	BAKER & TAYLOR	3/13/23	Books, Continuations, AV, Auto. Yours	$8,970.72
39210	143	BAKER & TAYLOR ENTERTAIN	3/13/23	AV	$1,735.33
39211	144	BRIGHTSPEED	3/13/23	Rens: Fax line service- March 2023	$64.22
39212	145	BUSINESS CARD	3/13/23	Yearbook, Facebook advertising, Adobe Creative Cloud renewal, library supplies	$507.37
39213	146	CAPITAL ONE	3/13/23	Walmart: Library & janitorial supplies	$206.44
39214	147	CENTER POINT LARGE PRINT	3/13/23	Books	$298.85
39215	148	COLLABORATIVE SUMMER LIB	3/13/23	Staff Summer Reading t-shirts	$62.95
39216	149	COLONIAL CLEANERS	3/13/23	DeM: Laundry	$20.17
39217	150	CULLIGAN WATER CONDITIO	3/13/23	Wh: Water Cooler Rental- March 2023	$14.39
39218	151	DELL MARKETING L.P.	3/13/23	Monitors, CPUs	$3,574.42
39219	152	DELTA DENTAL	3/13/23	Dental insurance premiums- March 2023; L. Drake- Feb 2023 premium	$585.72
39220	153	EDWARD P. DUMAS	3/13/23	Legal Assistance: Facilities Matters	$680.00
39221	154	ENA SERVICES LLC	3/13/23	Internet Service- February 2023	$1,807.50
39222	155	HAMSTRA BUILDERS, INC.	3/13/23	Wh: 2023 HVAC Service Contract; Wh: replace blower motor & wheel	$2,728.50
39223	156	INDIANA GROCERY GROUP, L	3/13/23	Program snacks, children's supplies, Nerf Night refreshments	$87.88
39224	157	JASPER NEWTON FOUNDATI	3/13/23	Ball State Community Development Workshop registration- P. Stringfellow	$100.00
39225	158	KANKAKEE VALLEY PUBLISHI	3/13/23	Annual Financial Report legal ad, Jasper County Business Directory ad	$279.48
39226	159	KROOSWYK PLUMBING, HEAT	3/13/23	DeM: Backflow test	$110.00
39227	160	LINDA POORTENGA	3/13/23	Mileage 1/6-2/15/23	$56.59
39228	161	MICHAEL R. ANDERSON	3/13/23	Rens: Snow removal 2/13-3/3/23	$280.00
39229	162	MIDWEST COLLABORATIVE F	3/13/23	Corsizio Workshop registration- M. Widner	$100.00
39230	163	MIDWEST TAPE LLC	3/13/23	AV	$674.84
39231	164	NIMBO IP LLC	3/13/23	Monthly Managed Service- February 2023	$815.00
39232	165	NIPSCO	3/13/23	DeM & Wh: Gas & electric service 1/31-3/1/23	$6,152.26
39233	166	NITCO	3/13/23	DeM: Local phone service March 2023	$139.59
39234	167	ODP BUSINESS SOLUTIONS, L	3/13/23	Pressboard report covers	$17.24
39235	168	PATTY STRINGFELLOW	3/13/23	Mileage 2/21-2/23/23	$57.64
39236	169	PLAYAWAY PRODUCTS, LLC	3/13/23	Launchpad, Wonderbooks	$1,325.77

F4b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39237	170	POST-TRIBUNE	3/13/23	DeM & Rens: Newspaper subscriptions Acct#44365252	$211.50
39238	171	PRECISION CONTROL SYSTE	3/13/23	Rens & DeM: Preventative maintenance; Rens: HVAC repairs	$5,170.42
39239	172	PURDUE UNIVERSITY	3/13/23	DeM: Charcuterie Board program presenter	$420.00
0	173	THE WALL STREET JOURNAL	3/13/23	DeM: Newspaper subscription Acct# 010560502255	$694.88
39240	174	UNIQUE	3/13/23	Collections: Initial/Secondary Placements- February 2023	$240.90
39241	175	VSP INSURANCE CO. (CT)	3/13/23	Vision insurance premiums- March 2023; L. Drake- Feb 2023 premium; C. DeVries- credit for Jan & Feb 2023 premiums	$190.88
39242	176	WHEATFIELD CHAMBER OF C	3/13/23	Wheatfield Chamber Membership Dues 2023	$100.00
39243	177	BRIGHTSPEED	3/13/23	Wh: Fax line March 2023	$66.77
39244	178	GREATER RENSSELAER CHA	3/13/23	Daffodil Days Event	$10.00
39245	179	INDIANA WASTE SERVICE	3/13/23	DeM. & Wh: Trash pick-up March 2023	$174.50
0	180	PAYROLL	3/24/23	PAYROLL	$57,315.15
0	181	AFLAC	3/24/23	Supplemental Insurance March 2023 (conf#1209)	$676.52
0	182	ALLIANCE BANK	3/24/23	Direct Deposit Fees -- February 2023	$36.70
0	183	CITY OF RENSSELAER	3/24/23	Rens: Utilities: 2/6-3/7/23 (Conf# 152623938)	$3,872.89
0	184	CHRISTINA SANDERS	3/24/23	Courier Mileage: 3/1-3/15/23 (conf#1211)	$446.71
0	185	INDIANA DEPARTMENT OF RE	3/24/23	State & County Taxes withheld March 2023 Payroll (conf#0-012-313-653)	$6,399.36
0	186	INPRS fbo PERF	3/24/23	INPRS Contributions 3/24/23 Payroll	$6,947.20
0	187	IRS USA TAXPAYMENT	3/24/23	Federal Withholding, Medicare, & FICA withheld 3/24/23 Payroll (Acknowledgement #33287040)	$12,950.06
0	188	NATIONWIDE	3/24/23	Annuity withheld 3/2423 Payroll	$970.00
0	189	OVERDRIVE, INC.	3/24/23	Participation in the Indiana Digital Library (IDL) consortium March 2023 - February 2024, future consortium content (conf#1210)	$3,000.00
0	190	T-MOBILE	3/24/23	Hotspot Data Service 2/2-3/1/23 (Conf #1208)	$1,007.04
0	191	ALLIANCE BANK	3/31/23	Positive Pay Fee- March 2023	$15.00
0	192	SQUARE, INC	3/31/23	Merchant Processing Fees- March 2023	$20.22
0	193	THE WALL STREET JOURNAL	3/15/23	Void Voucher #173, online banking payment was returned	($694.88)

F4c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$219,228.66**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, April 5, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $219,228.66

Date this 10th **day of** April **,20** 23 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
March 31, 2023

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$874.95	$2,639.19
DeMotte	$192.87	$620.52		
Rensselaer	$478.41	$1,401.12		
Wheatfield	$203.67	$617.55		
PHOTOCOPIES:			$1,205.36	$3,638.01
DeMotte	$476.81	$1,023.91		
Rensselaer	$411.60	$1,891.95		
Wheatfield	$316.95	$722.15		
INTEREST (Checking, Repurchase, CDs):			$100.20	$325.22
TAXES:			$64,180.08	$192,540.24
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
LIT Certified Shares	$64,180.08	$192,540.24		
TAXABLE SALES:-			$8.12	$10.66
REFUNDS:			$399.20	$1,452.19
Rebates/Refund	$0.00	$394.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$350.00	$1,000.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$49.20	$58.19		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$66,767.91**	**$200,605.51**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$2,050.83	$9,201.55
DeMotte	$193.17	$3,103.17		
Rensselaer	$1,807.86	$5,168.58		
Wheatfield	$49.80	$929.80		
LIB. IMPROV. RESERVE FUND:			$19.77	$58.02
Interest Earned	$19.77	$58.02		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$7,282.00	$20,509.62
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$7,282.00	$20,509.62		
Interfund Transfer	$0.00	$0.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,520.35
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$28.03	$73.71
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$76,148.54**	**$248,968.76**

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WITHHOLDING ACCOUNT FUNDS:			$31,551.06	$97,404.66
FIT Tax Collected	$8,143.44	$25,635.38		
FICA Collected	$8,119.73	$25,360.12		
State Tax Collected	$3,580.33	$11,157.81		
County Tax Collected	$2,819.03	$8,830.09		
INPRS	$3,075.61	$9,486.80		
Deferred Comp Plan	$1,940.00	$5,670.00		
Pre-tax Insurance Plan	$3,570.60	$10,348.34		
Life Insurance	$302.32	$916.12		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$107,699.60**	**$346,373.42**

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Voucher List

Jasper County Public Library

Report Date: From **4/1/23** **To** **4/10/23**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39246	194	AARON'S LAWN CARE	4/10/23	DeM & Wh: Snow removal	$550.00
39247	195	ANTHEM BLUE CROSS BLUE	4/10/23	Health insurance premiums- April 2023	$15,153.97
39248	196	ANTHEM LIFE	4/10/23	Life insurance premiums- April 2023	$113.61
39249	197	BUSINESS CARD	4/10/23	Facebook advertising, standup desk refund, Zoom annual subscription, DeMotte PO Box renewal, background check, air conditioner for server room, hall rental for SDD 2023, book kit book, office & library supplies	$469.09
39250	198	CAPITAL ONE	4/10/23	Walmart: Library supplies	$121.48
39251	199	CAPITAL ONE TRADE CREDIT	4/10/23	Kem's Hardware: yellow spray paint	$16.98
39252	200	CI INSURANCE	4/10/23	Semi-annual premium for building insurance; annual premium for workers comp	$15,004.50
39253	201	COLLABORATIVE SUMMER LI	4/10/23	Summer Reading supplies	$233.37
39254	202	CULBRETH'S LAWN & TREE LL	4/10/23	DeM: Removed downed pine tree & stump from storm. Removed large broken limb from Maple tree.	$750.00
39255	203	DELTA DENTAL	4/10/23	Dental insurance premiums- April 2023	$553.18
39256	204	ELKHART PUBLIC LIBRARY	4/10/23	Lost ILL item # 217224559	$8.99
39257	205	INDIANA GROCERY GROUP, L	4/10/23	Book Club treats, Nerf Night snacks, children's program snacks, Train Day sandwiches	$122.00
39258	206	INDIANA LIBRARY FEDERATIO	4/10/23	ILF Regional Conference registrations- M. Wampler, A. Fagenbaum, N. Trainor, L. Drake, K. de Jong, J. Wilma, S. Heldak	$245.00
39259	207	JASPER COUNTY TREASURE	4/10/23	DeM & Wh: Tax bill for ditch	$41.34
39260	208	KAPCO	4/10/23	Poly covers, polyester corners	$160.95
39261	209	KIRBY RISK CORPORATION	4/10/23	Lighting supply	$29.33
39262	210	KONE	4/10/23	DeM: Elevator Maintenance Agreement 4/1-6/30/23	$513.27
39263	211	MAGAZINE SUBSCRIPTION SE	4/10/23	DeM: Wall Street Journal newspaper subscription	$693.00
39264	212	NEILE TRAINOR	4/10/23	Mileage 12/21/22 - 3/22/23	$85.51
39265	213	NIMBO IP LLC	4/10/23	Monthly Managed Service- March 2023	$815.00
39266	214	NIPSCO	4/10/23	DeM & Wh: Gas & electric service 3/1-3/30/23	$5,945.81
39267	215	NITCO	4/10/23	DeM: Local phone service April 2023	$138.27
39268	216	PATTY STRINGFELLOW	4/10/23	Mileage 3/8-3/21/23	$141.48
39269	217	POSTMASTER	4/10/23	Stamps	$271.60
39270	218	PRECISION CONTROL SYSTE	4/10/23	Rens: HVAC repair	$752.00
39271	219	RACHAEL CAVINDER	4/10/23	Mileage 12/19/22 - 3/21/23	$49.71
39272	220	RENSSELAER ROTARY CLUB	4/10/23	1st quarter dues & meals	$112.00
39273	221	STEVE'S SPECIALIZED SERVI	4/10/23	Laundry	$24.00
39274	222	SUNRISE PACKAGING	4/10/23	Audiobook cases, TV Series cases	$1,921.84
39275	223	THE LIBRARY CORPORATION	4/10/23	LS2 Reports License Renewal July 2023 - June 2024; NCIP Software Renewal July 2023 - June 2024	$927.00
39276	224	TRUGREEN PROCESSING CE	4/10/23	Wh: Ornamental bed weed control treatment	$365.16
39277	225	VSP INSURANCE CO. (CT)	4/10/23	Vision insurance premiums- April 2023	$202.81
0	226	PAYROLL	4/10/23	PAYROLL	$60,771.41
0	227	CHRISTINA SANDERS	4/10/23	Courier Mileage: 3/16-3/31/23 (conf#1212)	$487.32
0	228	INDIANA DEPT. OF WORKFOR	4/10/23	1st Quarter 2023 Unemployment Compensation Payment (conf# 9757230905)	$1,450.85
0	229	INPRS fbo PERF	4/10/23	INPRS Contributions 4/10/23 Payroll	$7,276.88
0	230	IRS USA TAXPAYMENT	4/10/23	Federal Withholding, Medicare, & FICA withheld 4/10/23 Payroll (Acknowledgement #63212357)	$13,914.92
0	231	NATIONWIDE	4/10/23	Annuity withheld 4/10/23 Payroll	$970.00
0	232	TOWN OF DEMOTTE	4/10/23	Dem: Sewer & Water: March 2023 (Conf#1213)	$166.31
0	233	TOWN OF WHEATFIELD	4/10/23	Wh: Sewer Service April 2023 (Conf#1214)	$77.35

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39278	234	ACE HARDWARE	4/10/23	Maintenance supplies	$36.75
39279	235	AMAZON CAPITAL SERVICES	4/10/23	AV, books, maintenance, library , & janitorial supplies, hotspot batteries, power strip	$535.19
39280	236	BAKER & TAYLOR	4/10/23	Books, Continuations, AV, Auto. Yours	$9,992.33
39281	237	BAKER & TAYLOR ENTERTAIN	4/10/23	AV	$2,195.54
39282	238	BRIGHTSPEED	4/10/23	Rens: Fax line service- April 2023	$64.11
39283	239	CENTER POINT LARGE PRINT	4/10/23	Books	$179.76
39284	240	CINTAS CORP	4/10/23	Rens: Janitorial supplies	$196.88
39285	241	COLLIER ROW FLORAL SHOP	4/10/23	Program presenter	$375.00
39286	242	CULLIGAN WATER CONDITIO	4/10/23	Wh: Water Cooler Rental- April 2023; 5-gallon drinking water- 6	$67.09
39287	243	ENA SERVICES LLC	4/10/23	Internet Service- March 2023	$1,807.50
39288	244	GRAINGER	4/10/23	Batteries, air fitlers, water filters	$396.14
39289	245	INDIANA WASTE SERVICE	4/10/23	DeM. & Wh: Trash pick-up April 2023	$174.50
39290	246	MIDWEST TAPE LLC	4/10/23	AV	$1,534.98
39291	247	ODP BUSINESS SOLUTIONS, L	4/10/23	Janitorial, library, & office supplies, 128GB USB, 128GB SD card, electrice pencil sharpener	$484.79
39292	248	PLAYAWAY PRODUCTS, LLC	4/10/23	Playaways, Wonderbooks, power adapters	$570.26
39293	249	QUILL LLC	4/10/23	Library, office, & janitorial supplies	$483.59
39294	250	ULINE	4/10/23	DVD cases	$773.88
39295	251	UNIQUE	4/10/23	Collections: Initial/Secondary Placements- March 2023	$186.15
39296	252	VIGO COUNTY PUBLIC LIBRA	4/10/23	Lost SRCS item# 385817	$16.00

Total Amount of Claims **$151,717.73**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, April 10, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $151,717.73

Date this 10th day of April ,20 23 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

M
A
Y

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, May 8, 2023, 6pm
Rensselaer Public Library

Executive Session: To discuss an employee job performance evaluation.
(IC 5-14-1.5-6.1).

Opening of Meeting Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of April Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policies for Review (R 10, R 12)
Workshop Request (R 12)

General Business

Annual Impacts - Report by DeMotte Branch Manager & Children's Librarian (R12) Information
Abonmarche Proposal (R13) Action
Permission to Hold Staff Development Day at Red Mill County Park (LaPorte County) (R13) Action

Director's Report (R 12 – R 15) Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **April 10, 2023**
Jasper County Public Library Board of Trustees **DeMotte Library**
6:00 PM

Present: Kevin Kaluf, Janet Umlauf, Janelle Harper, Julie Davidson, Janett Kingman, Patricia Stringfellow, Rayann Gilmore, Arvin Delacruz, Autumn Fagenbaum
Absent: Kristie Housman, Mark Heinig

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the March Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Leaves of Absence Policy revisions, and Personnel Policy revisions were approved as presented on a motion by K. Kaluf, seconded by J. Kingman. Motion passed.

Abonmarche Proposal: Arvin Delacruz from Abonmarche presented their Proposal for Architectural Design Services. He explained what the process would look like from the Kick-off & Project Orientation phase to the Presentation of Schematic Design and Fundraising phases. The proposal includes facilities assessments at all three libraries with the goal of creating an asset management plan to help the library with anticipated capital improvements and future planning. Thought will also be given to how spaces can be repurposed, what are the needs now and in the future, and creating a cohesiveness between all three Jasper County Public Library buildings. The Board decided not to take action at this meeting to allow time for all members to review the proposal. The Board will discuss this further at the May Board Meeting.

Annual Impacts – Report by DeMotte Branch Manager & Children's Specialist: Shannon Heldak, DeMotte Branch Manager, was unable to attend the meeting, so the reports were moved to the May Board Meeting.

Permission to Loan Lilian Fendig Paintings for Prairie Arts Council Exhibit: To celebrate their 30th Anniversary, the Prairie Arts Council (PAC) is highlighting the work of artist Lilian Fendig, their gallery's namesake. In August and September they will present an exhibition of Lilian's art work in the Lilian Fendig Gallery in the Carnegie Center in Rensselaer. They would like to include the two Lilian Fendig paintings owned by the library, currently on display at the Rensselaer Library. Our contribution will be highlighted on a tag near the art and in a show pamphlet. PAC does have insurance for damage or loss from the date of delivery and acceptance through the date the paintings leave the gallery. News releases and printed announcements will be distributed about the exhibit. We would love for our paintings to be included in the exhibit. Board permission is required to loan the paintings. J. Umlauf moved to loan the two Lilian Fendig paintings to the Prairie Arts Council for their exhibit in August and September, seconded by J. Harper. Motion passed.

Advance Tax Draw: To receive tax revenue as early as possible an Advance Tax Draw request must be made to the County Auditor. The request is valid for 30 days. K. Kaluf made a motion to request an advanced draw, seconded by J. Umlauf. Motion passed.

Report of JCPL Volunteers: The annual report of Jasper County Public Library Volunteers was distributed to the Board indicating names of volunteers and number of hours they volunteer.

Director Review: P. Stringfellow passed out packets to each Board member containing her self-evaluation and an evaluation form for the Board member to complete. The evaluation forms should be completed and mailed to the chairperson, J. Harper, as soon as possible. The committee will meet and prepare a written evaluation before the May meeting. At the May meeting the evaluation will be discussed by the whole Board and then presented to P. Stringfellow in an executive session. K. Kaluf and J. Kingman also serve on this committee.

Director's Report: April is building insurance renewal month. We bid our insurance out every three years with last year being the most recent year to bid it out. This year is a renewal year. Our premium went up $1468 (5.8%). Our property coverage increased by 6%, which is almost exactly what the rate change is for the premium. Our agent, Stace, has explained that the increase in property coverage and the premium are due to the cost of construction being at an historic pace. The increases are to offset building costs. We have also received word that our deductible is increasing from $1000 to $2500. A $1000 deductible is no longer an option. $2500 is the lowest we can go. This is not because of us or due to claims. It is an industry trend. The library has started working with Cintas on several of our janitorial needs. This new approach will save a lot of staff time – ordering, receiving, storing, and transporting janitorial items. Due to a state contract, we are getting better pricing and free dispensers. We are making some changes with digitization and the library website. Mel is skilled in the areas of web mastering and digitization. She has served as our webmaster for years, but we need to shift her focus away from web mastering to digitization. Mel will now serve as Digitization Coordinator and continue to serve as Database Coordinator. She will no longer serve as our webmaster. Digitization is a big part of our collection and services now and will be in the future. We need to put more emphasis on this, establishing policies and procedures, continuing to add to our collection, assessing, planning, and growing our skills. Mel will work in collaboration with our Genealogy Specialists. Mel's focus will be on the technical side and with processes. Our website will move from the Drupal platform, which is more technically difficult to a turnkey approach, something simple. The goal is for our website to look sharp, be current, and have all elements required by Indiana Library Standards. There may be some additional content but not everything we have now. We will have a Website Coordinator with two other staff members as contributors. We have not yet selected our turnkey product. ILF provided an update on Senate Bill 12 on April 4. They reported, "SB12 is no longer moving and closely related language is proposed to be amended into SB380 on Wednesday during the House Education Committee meeting." Today, we received an update on SB380. The proposed amendment was removed. P. Stringfellow continues to watch legislation.

Items for Future Agendas: DeMotte Branch Manager and Children's Librarian Reports; Abonmarche Proposal

Adjournment: With no further matters for discussion J. Kingman moved to adjourn the meeting at 7:08 PM, seconded by J. Harper.

Janet Umlauf
Janet Umlauf, Secretary

Julie Davidson
Attest: J. Davidson, President

CIRCULATION BY HOLDINGS CODE
April 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	20	0	2	22
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	26	0	1	27
Blu-Ray (DBR)	89	1	1	91
Books on CD (DBKCD)	16	3	0	19
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	13	1	2	16
Digital Audiobooks (DDA)	8	0	0	8
DVD (DDVD)	1114	43	19	1176
Equipment (DEQP)	33	0	0	33
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	439	41	6	486
Fiction Fantasy (DFICF)	1	0	0	1
Fiction Inspirational (DFICI)	113	4	0	117
Fiction Mystery (DFICM)	67	12	1	80
Fiction New (DFICNEW)	380	21	17	418
Fiction Science Fiction (DFICSF)	5	0	0	5
Fiction Western (DFICW)	9	1	0	10
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	63	2	0	65
Hanging Bags (DHANG)	24	0	0	24
Hotspots (DWIFI)	5	35	7	47
ILL (DILL)	33	0	2	35
Internet (DINTER)	440	0	0	440
Juv. Audio book (DJAUDB)	20	0	0	20
Juv. Biography (DJBIO)	15	1	0	16
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	55	1	0	56
Juv. Digital Device (DJDDP)	14	0	0	14
Juvenile Easy (DJE)	1016	10	23	1049
Juv. Easy Non-fiction (DJENF)	87	1	6	94
Juv. Easy Reader (DJER)	299	0	0	299
Juv. Easy Reader NF (DJERN)	18	0	0	18
Juv. Fiction (DJFIC)	489	4	5	498
Juv. Graphic Novel (DJGN)	201	2	3	206
Juv. Holiday books (DJHOL)	47	1	0	48
Juv. Launchpads (DPTAB)	4	0	0	4
Juv. Magazine (DJMAG)	29	0	4	33
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	383	11	12	406
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	143	2	2	147
Large Print Fiction (DLPF)	137	14	2	153
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	114	6	5	125
Large Print Nonfic (DLPNF)	4	3	0	7
Large Print Western (DLPW)	6	0	0	6
Magazine (DMAG)	228	0	0	228
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	15	0	0	15
Nonfiction 100 (DNF100)	22	1	0	23
Nonfiction 200 (DNF200)	23	4	2	29
Nonfiction 300 (DNF300)	30	4	1	35
Nonfiction 400 (DNF400)	4	0	0	4
Nonfiction 500 (DNF500)	17	1	0	18
Nonfiction 600 (DNF600)	109	0	1	110
Nonfiction 700 (DNF700)	60	1	0	61
Nonfiction 800 (DNF800)	20	3	0	23
Nonfiction 900 (DNF900)	54	7	1	62
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	12	0	1	13
Nonfiction (DNFIC)	7	1	0	8
Nonfiction New (DNFNEW)	108	5	9	122
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	2	0	0	2
Reference (DREF)	1	0	0	1
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	3	0	0	3
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	1	81	0	82
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	3	0	0	3
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	121	1	0	122
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	21	1	0	22
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	2	0	0	2

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	24	0	25
Blu-Ray (RBR)	0	175	4	179
Books on CD (RBKCD)	2	44	2	48
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	7	57	3	67
Digital Audiobooks (RDA)	1	12	0	13
DVD (RDVD)	18	1571	45	1634
Equipment (REQP)	0	7	0	7
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	26	496	11	533
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	7	239	9	255
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	109	2	111
Hanging Bag (RHANG)	1	70	0	71
Hotspots (RWIFI)	8	33	4	45
ILL (RILL)	0	18	0	18
Internet (RINTER)	0	94	0	94
Juv. Audio book (RJAUDB)	0	7	0	7
Juv. Biography (RJBIO)	0	6	0	6
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	2	0	2
Juv. Digital Device (RJDDP)	0	9	0	9
Juvenile Easy (RJE)	7	616	14	637
Juv. Easy Non-fiction (RJENF)	0	41	2	43
Juv. Easy Reader (RJER)	2	299	1	302
Juv. Easy Reader NF (RJERN)	0	21	2	23
Juv. Fiction (RJFIC)	8	343	6	357
Juv. Graphic Novel (RJGN)	9	200	4	213
Juv. Launchpads (RPTAB)	1	12		13
Juv. Magazine (RJMAG)	0	5	0	5
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	11	188	7	206
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	117	3	120
Large Print Fiction (RLPF)	3	151	5	159
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	2	186	4	192
Large Print Nonfic (RLPNF)	0	4	0	4
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	93	0	93
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	4	1	5
Non-Fiction 100 (RNF100)	1	18	2	21

Non-Fiction 200 (RNF200)	2	15	0	17
Non-Fiction 300 (RNF300)	1	41	0	42
Non-Fiction 400 (RNF400)	0	7	0	7
Non-Fiction 500 (RNF500)	1	20	1	22
Non-Fiction 600 (RNF600)	8	152	5	165
Non-Fiction 700 (RNF700)	10	30	1	41
Non-Fiction 800 (RNF800)	0	6	0	6
Non-Fiction 900 (RNF900)	1	44	2	47
Nonfiction Blu-Ray (RNFBR)	0	0	0	0
Nonfiction DVD (RNFDVD)	6	31	1	38
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	13	124	10	147
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	2	0	2
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	59	4	3	66
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	5	25	30
STEAM Kits (RSTEAM)	0	8	0	8
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	0	0	0
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	2	54	2	58
YA Music CD (RYACD)	0	2	7	9
YA Nonfiction (RYANF)	2	2	0	4
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	2	10	14
Blu-Ray (WBR)	1	0	179	180
Books on CD (WBKCD)	4	3	56	63
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	1	0	112	113
Digital Audiobooks (WDA)	0	1	14	15
DVD (WDVD)	12	24	1017	1053
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	9	14	178	201
Fiction Fantasy (WFICF)	0	2	25	27
Fiction Inspirational (WFICI)	9	1	125	135
Fiction Mystery (WFICM)	3	5	24	32

Fiction New (WFICNEW)	25	6	150	181
Fiction Science Fiction (WFICSF)	1	1	10	12
Fiction Western (WFICW)	0	0	0	0
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	1	60	61
Hanging Bags (WHANG)	1	0	40	41
Hotspots (WWIFI)	2	33	10	45
ILL (WILL)	1	0	32	33
Internet (WINTER)	0	0	154	154
Juv. Audio book (WJAUDB)	0	1	14	15
Juv. Biography (WJBIO)	0	0	2	2
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	0	0
Juv. Digital Device (WJDDP)	2	0	16	18
Juvenile Easy (WJE)	2	12	354	368
Juv. Easy Non-fiction (WJENF)	0	0	26	26
Juv. Easy Reader (WJER)	7	4	164	175
Juv. Easy Reader NF (WJERN)	0	0	3	3
Juv. Fiction (WJFIC)	30	11	451	492
Juv. Graphic Novel (WJGN)	6	2	111	119
Juv. Launchpads (WPTAB)	2	0	5	7
Juv. Magazine (WJMAG)	0	0	31	31
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	7	9	150	166
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	1	243	246
Large Print Fiction (WLPF)	2	10	96	108
Large Print Inspirational (WLPI)	0	6	0	6
Large Print Mystery (WLPM)	0	0	2	2
Large Print New (WLPN)	2	0	49	51
Large Print Nonfic (WLPNF)	2	0	9	11
Large Print Western (WLPW)	0	0	2	2
Magazine (WMAG)	2	0	69	71
Non-Fiction 000 (WNF000)	0	0	6	6
Non-Fiction 100 (WNF100)	0	0	7	7
Non-Fiction 200 (WNF200)	1	1	9	11
Non-Fiction 300 (WNF300)	0	1	11	12
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	0	0	6	6
Non-Fiction 600 (WNF600)	13	4	61	78
Non-Fiction 700 (WNF700)	7	0	28	35
Non-Fiction 800 (WNF800)	0	0	0	0
Non-Fiction 900 (WNF900)	1	1	20	22
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	1	0	49	50
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	10	0	41	51
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	3	3
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	7	7
Vertical file (WVF)	0	0	4	4
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	5	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	11	6	140	157
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	2	2
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7248	6311	4718	18277

CIRCULATION BY HOLDINGS CODE
April 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	20	0	2	22
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	29	26	11	66
Blu-Ray (BR)	90	176	184	450
Books on CD (BKCD)	22	50	58	130
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	21	58	117	196
Digital Audiobooks (DA)	9	13	14	36
DVD (DVD)	1144	1638	1081	3863
Equipment (EQP)	33	7	0	40
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	474	551	195	1220
Fiction Fantasy (FICF)	1	2	25	28
Fiction Inspirational (FICI)	122	5	125	252
Fiction Mystery (FICM)	70	17	25	112
Fiction New (FICNEW)	412	266	176	854
Fiction Science Fiction (FICSF)	6	1	10	17
Fiction Western (FICW)	9	1	0	10

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	63	112	62	237
Hanging Bags (HANG)	26	70	40	136
Hotspots (WIFI)	15	101	21	137
ILL (ILL)	34	18	34	86
Internet (INTR)	440	94	154	688
Juv. Audio book (JAUDB)	20	8	14	42
Juv. Biography (JBIO)	15	7	2	24
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	55	3	0	58
Juv. Digital Device (JDDP)	16	9	16	41
Juvenile Easy (JE)	1025	638	391	2054
Juv. Easy Non-Fiction (JENF)	87	**42**	34	163
Juv. Easy Reader (JER)	308	303	165	776
Juv. Easy Reader NF (JERN)	18	21	5	44
Juv. Fiction (JFIC)	527	358	462	1347
Juv. Graphic Novel (JGN)	216	204	115	535
Juv. Holiday (JHOL)	47	1	0	48
Juv. Launchpads (PTAB)	7	12	5	24
Juv. Magazine (JMAG)	29	5	35	69
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	401	208	169	778
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	145	120	248	513
Large Print Fiction (LPF)	142	175	103	420
Large Print Inspirational (LPI)	0	6	0	6
Large Print Mystery (LPM)	0	0	2	2
Large Print New (LPN)	118	192	58	368
Large Print Nonfic (LPNF)	6	7	9	22
Large Print Western (LPW)	6	0	2	8
Magazine (MAG)	230	93	69	392
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	15	4	7	26
Non-Fiction 100 (NF100)	23	19	9	51
Non-Fiction 200 (NF200)	26	20	11	57
Non-Fiction 300 (NF300)	31	46	12	89
Non-Fiction 400 (NF400)	4	7	1	12
Non-Fiction 500 (NF500)	18	21	7	46
Non-Fiction 600 (NF600)	130	156	67	353
Non-Fiction 700 (NF700)	77	31	29	137
Non-Fiction 800 (NF800)	20	9	0	29
Non-Fiction 900 (NF900)	56	52	23	131
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	19	31	51	101
Nonfiction (NFIC)	7	1	0	8
Nonfiction New (NFNEW)	131	129	60	320
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	2	0	0	2
Professional Coll. (PROF)	0	0	0	0

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	2	2	3	7
Reference (REF)	45	5	2	52
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	3	1	2	6
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	59	4	3	66
SRCS (From other libraries III-SRC	1	81	0	82
SRCS (SRCSW) Wheatfield	0	5	25	30
STEAM Kits (STEAM)	3	8	7	18
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	0	5	5
YA Biography (YAB)	3	0	0	3
YA Books on CD (YABKCD)	0	0	5	5
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	134	61	142	337
YA Music CD (YACD)	0	2	7	9
YA Nonfiction (YANF)	23	3	2	28
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	2	0	0	2
				0
Free reads	155	186	64	405
Games/Puzzles	9	3	19	31
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7456	6505	4801	18762

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1517	1402	785	3704
Nonfiction	657	552	284	1493
CHILDREN'S BOOKS				
Fiction	2259	1644	1388	5291
Nonfiction	550	258	205	1013
YA BOOKS				
Fiction	197	173	204	574
Nonfiction	26	3	2	31
Preloaded Dig Dev, Child	7	12	5	24
Magazines, Adult	230	93	69	392
Magazines, Children	29	5	35	69
Sound Recordings, adult	52	121	199	372
Sound Recordings, ch	101	83	61	245
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	60	90	28	178
STEAM Kits	3	8	7	18

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1255	1847	1319	4421
Equipment	48	108	21	177
Total	6991	6399	4612	18002
A-V Circulation	1408	2051	1579	5038
A-V Circulation as % of total	20.1%	32.1%	34.2%	28.0%

CIRCULATION STATISTICS

April 2023

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	108	5	**1,517**	105	94	**1,402**	67	3	**785**	**3,704**
Nonfiction	46	2	**657**	60	70	**552**	22	1	**284**	**1,493**
CHILDREN'S BKS										
Fiction	62	37	**2,259**	66	0	**1,644**	35	155	**1,388**	**5,291**
Nonfiction	12	14	**550**	25	0	**258**	25	0	**205**	**1,013**
YA BOOKS										
Fiction	21	0	**197**	23	0	**173**	11	1	**204**	**574**
Nonfiction	0	0	**26**	1	0	**3**	1	0	**2**	**31**
Preloaded Dig Dev	2	0	**7**	0	0	**12**	0	0	**5**	**24**
Magazines,Adult	0	0	**230**	0	0	**93**	0	0	**69**	**392**
Magazines, Child	0	0	**29**	0	0	**5**	0	0	**35**	**69**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	27	0	**52**	13	0	**121**	41	0	**199**	**372**
Sound Rec/Child	1	0	**101**	6	0	**83**	6	0	**61**	**245**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**60**	0	0	**90**	0	0	**28**	**178**
STEAM Kits	0	0	**3**	0	0	**8**	0	0	**7**	**18**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	30	0	**1,255**	83	132	**1,847**	38	3	**1,319**	**4,421**
Equipment	0	0	**48**	0	0	**108**	0	0	**21**	**177**
TOTAL	309	58	**6,991**	382	296	**6,399**	246	163	**4,612**	**18,002**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	87,140	80,316	60,158
Circulation Increase/Decrease	**12.5%**	**6.8%**	**2.7%**

MONTHLY SYSTEM STATISTICS	2022	2023	% change
Current month's Circulation	16,699	18,002	7.8%
Jan. to date circulation	67,776	76,452	12.8%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
24,948	25,051	17,251	17,262	15,176	15,240	**Fiction**
19,792	19,836	19,417	19,407	6,784	6,805	**Nonfiction**
						CHILDREN'S BKS
16,710	16,735	15,517	15,583	14,157	14,037	**Fiction**
9,605	9,603	6,617	6,642	6,821	6,846	**Nonfiction**
						YA BOOKS
2,593	2,614	3,449	3,472	3,621	3,631	**Fiction**
682	682	352	353	70	71	**Nonfiction**
15	17	23	23	32	32	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,706	3,733	1,107	1,120	4,998	5,039	**Sound Rec/Adult**
683	684	4,220	4,226	841	847	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-69	-69	-26	-26	**Software**
0	0	0	0	0	0	**SRCS**
0	0	9	9	6	6	**STEAM Kits**
104	104	-1	-1	43	43	**Vertical Files**
7,887	7,917	11,605	11,556	7,481	7,516	**VHS/DVD/Blu-ray**
118	118	87	87	58	58	**Equipment**
86,889	87,140	80,230	80,316	60,075	60,158	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

April 2023

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	250	54	136	29	237	51	623	135
LOCAL HISTORY								
In person	4	1	5	1	0	0	9	3
Letters written	5	5	11	11	0	0	16	16
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	440	18	94	4	154	6	688	29
Internet use-Wireless	1110		1470		690		3270	
VCR Use	0	0	0	0	0	0	0	0
Microforms	4	1	18	2	0	0	22	3
Public FAX24	34		20		34		88	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	34	11	1	0	35	12
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	7		8		1		16	
Outreach activities	27	27	0	0	0	0	27	18
Curbside Service	4	1	0	0	0	0	4	1
Meeting Room Use (no. of group	46	15	58	19	37	12	141	47
Study room use	40	3	37	3	16	1	93	8
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	73	1	7	0	0	0	80	1
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							4475	
IN-HOUSE USE ITEMS	332		160		49		541	
SELF-CHECKOUT USE	0		282		10		292	
INTERLIBRARY LOANS								
Requests made for:	36	9	9	2	2	1	47	12
Items rec'd for:	45	23	5	3	2	1	52	26
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	5836	10162	3710	19708
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	217	424	99	740
Number of New Patrons Added	34	20	23	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	2	12	2	12	0	0	4	24

Number attending	16		21		0		37	
Children's Programs (0-5)	9	54	8	48	5	30	22	132
Number attending	138		77		154		369	
Children's Programs (6-11)	6	36	4	24	6	36	16	96
Number attending	680		63		428		1171	
YA Programs (12-17)	2	12	4	24	0	0	6	36
Number attending	17		20		0		37	
Adult Programs	6	36	11	66	7	42	24	144
Number attending	32		104		76		212	
Total Number of Programs	**25**	150	**29**	174	**18**	108	**72**	432
Total Persons Attending	**883**		**285**		**658**		**1826**	
Total Attending Same Month Last Yr.	197		219		504		920	
Total Staff Hours Spent		308		261		181	750	741
Total Number of In-House Progran	**17**		**25**		**14**		**56**	
Total Attendance	**788**		**222**		**314**		**1324**	
Total Number of Outreach Progran	**8**		**4**		**4**		**16**	
Total Attendance	**95**		**63**		**344**		**502**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4703	67.5%	3965	61.9%	3401	73.2%	12069	67.0%
Corporate	18	0.3%	0	0.0%	0	0.0%	18	0.1%
Juvenile 0-11	153	2.2%	236	3.7%	55	1.2%	444	2.5%
Juvenile-AV	518	7.4%	470	7.3%	679	14.6%	1667	9.2%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	257	3.7%	173	2.7%	134	2.9%	564	3.1%
Reciprocal Juvenile	15	0.2%	0	0.0%	10	0.2%	25	0.1%
Reciprocal Juvenile AV	2	0.0%	0	0.0%	0	0.0%	2	0.0%
Reciprocal YA	5	0.1%	0	0.0%	5	0.1%	10	0.1%
Reciprocal YA AV	0	0.0%	38	0.6%	0	0.0%	38	0.2%
School	0	0.0%	70	1.1%	0	0.0%	70	0.4%
School AV	0	0.0%	55	0.9%	0	0.0%	55	0.3%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	1	0.0%	105	1.6%	2	0.0%	108	0.6%
Staff	983	14.1%	997	15.6%	253	5.4%	2233	12.4%
Walking books	99	1.4%	35	0.5%	3	0.1%	137	0.8%
YA 12-17	29	0.4%	115	1.8%	12	0.3%	156	2.4%
YA-AV	189	2.7%	147	2.3%	93	2.0%	429	2.4%
Total	6972		6406		4647		18025	
All items borrowed by nonresidents	279	4.0%	336	5.2%	149	3.2%	764	4.2%

R10

~~JCPL~~ Jasper County Public Library Public ~~Purchase~~ Purchasing Policy

The Jasper County Public Library (the "Library") is a governmental body authorized to enter into contracts under the Indiana Public Purchasing Law (IC § 5-22, et.seq.). ~~In all purchases, the~~ The Library will follow the provisions of ~~the Indiana Public Purchasing Law~~, IC 5-22~~,~~ except where federal funds are used, in which case ~~. F~~federal rules will dictate the methods to be used for public purchases ~~using federal funds~~.

The ~~Jasper County Public~~ Library will endeavor to make the wisest possible use of public funds.

Purchases of supplies, equipment, goods, and materials must be those items which best meet the needs of the ~~l~~Library. Within that restriction, the ~~l~~Library will purchase an item from the vendor offering the lowest price, timely delivery, and/or the best service.

Any items and/or contracts costing between ~~$25,000 and $75,000~~ $50,000 and $150,000 will be purchased only after inviting a minimum of at least three (3) quotes from vendors/individuals known to handle the categories of supplies or deal in the lines to be purchased. For the inviting of quotes and for competitive bidding requirements, the ~~Jasper County Public~~ Library shall follow all necessary steps and ~~the~~ provisions of the Indiana Public Purchasing Law.

Any items and/or contracts costing over $150,000.00 will be purchased pursuant to the competitive bidding requirements under the Indiana Public Purchasing Law, unless otherwise exempted.

The Library Director is the chief purchasing agent for the ~~l~~Library and is empowered by the ~~b~~Board to authorize any spending under ~~$15,000~~ $30,000. The Director may authorize persons in the following positions to make limited purchases:

Business Manager
Technical Services Librarian
Systems Administrator
Agency Librarians
Library Specialists
Library Assistants
Janitor/Maintenance

All purchases are subject to the ~~d~~Director's prior approval.

A purchasing agent may utilize ~~make a~~ special ~~purchase~~ purchasing methods pursuant to IC 5-22 when necessary, including at an auction when this is the most economical means of purchasing a needed item.

Any construction, reconstruction, alteration, or renovation costing over $150,000.00 shall be governed by the "Public Works Law" (IC § 36-1-12).

7/98; reviewed 3/22; revised 5/23

Director's Report
April 2023

Consent Agenda

You will be approving the minutes of the April board meeting, bills, and financial reports. NOTE – As a part of the financial reports, you will be approving an updated March voucher list. The payment for first quarter unemployment compensation to Indiana Department of Workforce Development was originally entered into the financial accounting software with an April date, but when Rayann did bank reconciliation, she discovered that the payment had actually cleared in March so that necessitated a change. She changed the date in the software to March which impacted March reports.

2023 Salary Ordinance Update: There are no updates this month.

Policies for Review: There are no policies up for review in May, however, I am bringing the Public Purchase Policy to you with proposed revisions. It has been some time since this policy has had any major revisions. When comparing the policy to the Indiana Public Purchasing Law, we noticed that the purchasing thresholds for items/contracts and construction/renovation were well under what is required by law. We recommend that we line these up with the Public Purchasing Law. As a part of this revision, we are also recommending that the authorized spending amount for the Director be raised from $15,000 to $30,000. The spending amount was $15,000 when I became Director in 2006, and it seems appropriate to increase this in consideration of inflation and the costs of doing business. I asked our attorney to review the policy. She recommended some revisions which have been incorporated into this revised draft as well. Please see R 10. **If you approve the Consent Agenda items, you will approve revisions to the Public Purchase Policy as presented.**

Workshop Request: I am requesting permission to register staff for virtual TLCU 2023, Together Toward Tomorrow, scheduled for November 7-9, 2023. TLC is our automated system and at this virtual event our staff will be able to network with fellow librarians and learn about software updates and future developments to our system. There will also be opportunities to discuss library needs with support staff. Money has been budgeted for registration fees, $299 for unlimited attendees. I am also requesting permission to send Headquarters Librarian, Linda Poortenga to Digipalooza '23, a User Group Conference for our eBook vendor, Overdrive. The registration fee is $249 which covers meals, sessions, and special events. Monies have been budgeted for this fee and travel related expenses. **If you approve the Consent Agenda items, you will approve registering staff for TLCU 2023 and L. Poortenga for Digipalooza.**

General Business

Annual Impacts - Report by DeMotte Branch Manager & Children's Librarian: Shannon Heldak & Autumn Fagenbaum will present their Annual Impact Reports at the April Board meeting, reporting on adult and youth services.

Abonmarche Proposal: Last month you were presented with a proposal from Abonmarche, a proposal that included facilities assessments at all three libraries with the goal of creating an asset management plan to help the library with anticipated capital improvements and future planning. Arvin Delacruz from Abonmarche explained that in this process thought would be given to how spaces could be repurposed, what the needs are now and in the future, and how to create a cohesiveness between all three Jasper County Public Library buildings. The board did not take action last month to allow time for all members to review the proposal. After our April Board meeting, I asked our library attorney to review the proposal and asked if the Board could proceed with the proposal if they chose to do so. She replied that the board could proceed with approving the $39,000 proposal as a General Services contract, pointing out that actual repairs to the HVAC system, for example, might require a separate bidding and approval process. I understand that, and we will proceed carefully with attorney guidance as needed.I explained to Emily that we have done capital improvements previously and understand bidding and approval processes. I appreciated her review. **A board vote is required to proceed with the Abonmarche proposal.**

Permission to Hold Staff Development Day at Red Mill County Park (LaPorte County): Our libraries will be closed on August 28 for Staff Development Day. I would like to take staff offsite to Red Mill County Park in LaPorte County for our training day. I have reserved Smith Banquet Hall at Red Mill County Park which has a large indoor space where we can gather. Red Mill County Park is appealing to me because it is a park setting. Staff will have an opportunity to be outside to reflect on some of the training and enjoy some outdoor time on breaks. As a part of the reservation, I am required to sign a reservation agreement. The agreement contains hold harmless language that the park will not remove, and they will not entertain mutual hold harmless language. Years ago, our attorney Ed advised me to avoid hold harmless language as much as is possible. Since the park will not remove the language from the contract, I contacted our new library attorney, Emilie, about this, asking - Is this a deal breaker? I also contacted our insurance agent to see if our carrier would be bothered about this language, explaining that our training day will be a lecture format with some time spent outdoors in quiet reflection and resting (sitting or walking around) – no extreme sports or activities. I want to give staff a break from our regular spaces and an opportunity to get a breath of fresh air and experience nature. Staff will carpool to the venue. Our insurance agent responded, "Its quite common for public entities such as the Library or say the County to have employees go to conventions, trade shows or off-site training. We do not need to endorse the policy for it. It's more of risk management decisions or choice or take on additional exposures. I would recommend having it as an approved training by your board." Our attorney responded, "It is not uncommon for these clauses to exist in any recreational facility. I will advise that hold harmless agreements have been litigated and have been found enforceable in Indiana even when the claim involves the risk of death. The facts surrounding each case is, of course, specific but in general a successful challenge to a hold harmless clause would include a factor outside the normal course of business where the Park's contribution to injury was specifically egregious. It would not be an easy argument to make. You might consider what activities you have planned for that day and what assumption of risk you are taking on (i.e. hiking, canoeing, etc.). I appreciate hearing their perspectives and will add that 'hold harmless' language is showing up in more contracts these days – contracts from Summer Reading presenters, from vendors who service our equipment, and from vendors who provide electronic resources. They are becoming harder to avoid. In consideration of all of this, I am seeking, as our insurance agent suggested, your approval to go offsite to Red Mill County Park for Staff Development Day. I feel that the assumption of risk is similar to the risk we take when attending conferences offsite. There will be travel involved, a lecture format inside a building, with some time spent outside walking about or sitting down – no hiking, canoeing or strenuous activities planned. A board vote is required.

Director's Report

We received an Operation Round-Up Grant in support of Summer Reading prizes. Children's Librarian, Janice, wrote the grant in collaboration with our other Children's Librarians.

For National Library Week we celebrated virtually with wonderful Social Media engagement. I hope you saw some of those posts. I did a radio spot for WLQI and WRIN. The radio stations is always so helpful in getting the word out about all that we are doing.

System Administrator News

Sheila reports, "I participated in Indiana Office of Technology Local Government Town Hall – they recommended attendees sign up for the MS-ISAC listserv, so I did. Little did I know it would lead to a long path of additional email listserv signups and webinars, and even involves being verified by Homeland Security! MS-ISAC New Member Webinar, THIS was a helpful webinar. I learned a bit more about what the MS-ISAC is and how it interrelates with the other organizations I've been hearing about during these calls. There are SO many awesome free services we can sign up to help monitor our domain and network. I will be researching and signing up for some of these services in the next month or two. Patty has received requests for donations of our old computers from two groups: Appleseed Childcare and some "e-" group from KV. We discussed how we can offer computers without taking a ton of my time to erase, install O/S, ensure drivers installed, etc. We decided to remove the hard drives from the CPUs and sell them without hard drives on a first come, first serve basis."

Technical Services News

Becky reports, "Jenna Skinner started in the Float TS/PS clerk position. She is fitting in well and learning the ropes of processing. Diane is adjusting to cataloging. It is very different for her, but she is learning how to do children's books. She is working hard to learn the TLC systems and the cataloging workflow that has come with LS2 Cataloging. We are still able to keep up with incoming product. We are also preparing to do Inventory at the other locations."

DeMotte Library News

Shannon reports, “Kim did a one-on-one with a patron to show them how to use “Book Connections,” a youth reader’s advisory database that we receive for free via Inspire and TeachingBooks. Kim had recently watched a webinar on it and was happy to share this database with the patron as she homeschools her two children who are avid readers. Autumn’s pre-stem program was about colors this month and the watercolor station was a big hit. One patron also came to last month’s light and shadow program and was still talking about it! They incorporated shadows and light into some of the color stations. The DeMotte Elementary School students walked over for a week’s worth of summer reading talks. The kids seem really excited. We’ve even had a few come in already asking to sign up. Mr. Pearman, the principal, also walked over for one class and thanked us for setting this up and doing the visits with the students.”

Rensselaer Library News

Linda reports, “The library participated in the Chamber of Commerce’s first Daffodil Days event. We were part of the scavenger hunt and participants could come in and paint a rock. We had 21 people show up throughout the day and paint a rock. We have had a chilly and rainy April but St. Augustine has still managed to make it here most of the month. I went to Head Start in April and will go again in May. They always enjoy library time whether it is here or on their home turf. We gave out 40 trees for Earth Day provided by Neighborhood Forest. May should be a busy month with lots of fun activities and planning for Summer Reading.”

Wheatfield Library News

Evie reports, “Our staff kept pretty busy this month with a variety of things. The clerks were very helpful with reviewing patron applications and pulling any that were no longer in our system (since the reports that have been generated seem to have missed people). They have also had to change some of their routines since we rearranged. We had a nice variety of programs this month. For adults, we offered two book discussions, Combat Coffee, Bingo, an author visit, a program on planning a vegetable garden, and another on composting. Carolynn has done an excellent job of reaching out to local professionals and organizations to come in and discuss various garden-related topics. In youth services, Rachael and Lauren held four sessions of Toddler Time, an After School Program, and Maker Monday. Rachael has been finalizing Summer Reading details and Lauren continues to create great displays and to-go crafts. Rachael also met with Kevin of Rainbow Books.”

Please contact me if you are unable to attend the May board meeting of if you have any questions about material in your packet. - Patty

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JCPL FINANCIAL STATEMENT
April 30, 2023

	Beginning 2023 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,452,984.16	$203,475.58	$797,726.96	$65,948.96	$266,554.47	$921,811.67
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$28,544.83	$1,099.95	$4,232.80	$1,530.00	$10,731.55	$35,043.58
DeMotte	$10,206.61	$39.24	$1,767.32	$0.00	$3,103.17	$11,542.46
Rensselaer	$15,220.35	$819.23	$1,571.49	$1,000.00	$6,168.58	$19,817.44
Wheatfield	$3,117.87	$241.48	$893.99	$530.00	$1,459.80	$3,683.68
Library Improvement Reserve Fund	$232,697.44	$0.00	$0.00	$17.86	$75.88	$232,773.32
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$1,883,891.24	$0.00	$0.00	$7,435.62	$27,945.24	$1,911,836.48
Includes Investments of: $1,854,454.28						
Broadband Connectivity Grant Fund	$0.00	$1,807.50	$5,422.50	$0.00	$18,520.35	$13,097.85
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$237.15	$0.00	$211.99	$25.00	$98.71	$123.87
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ARP Grant Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$9,063.55	$34,698.93	$9,063.55	$34,698.93	$0.00
FICA Tax Collected	$0.00	$8,767.42	$34,127.54	$8,767.42	$34,127.54	$0.00
State Tax Collected	$0.00	$3,848.33	$15,006.14	$3,848.33	$15,006.14	$0.00
County Tax Collected	$0.00	$3,058.55	$11,888.64	$3,058.55	$11,888.64	$0.00
INPRS	$0.00	$3,256.39	$12,743.19	$3,256.39	$12,743.19	$0.00
Deferred Comp Plan	$0.00	$1,940.00	$7,610.00	$1,940.00	$7,610.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,570.56	$13,918.78	$3,570.60	$13,918.94	$0.16
Life Insurance	$0.00	$302.30	$1,219.20	$302.32	$1,218.44	($0.76)
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,601,767.72	$240,190.13	$938,806.67	$108,764.60	$455,138.02	$3,118,099.07

F2

Bank Balances

Jasper County Public Library

Report as of: **4/30/23**

	Bank	
1	Alliance Bank	$1,263,374.79
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$1,854,454.28
	Total all banks =	**$3,118,099.07**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$1,804,521.98		Rainy Day	7/29/22	$6,818.65	Jan-23
								$6,399.54	Feb-23
								$7,277.13	Mar-23
								$7,431.22	Apr-23

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:	**$27,926.54**

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **4/1/23** *To* **4/30/23**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$86,944.00	$0.00	$86,944.00	$7,314.66	$29,084.44	$57,859.56	66.5
1.12 SALARY OF ASSISTANTS	$1,220,279.00	$0.00	$1,220,279.00	$102,496.26	$400,539.75	$819,739.25	67.2
1.13 WAGES OF JANITORS	$99,251.00	$0.00	$99,251.00	$7,242.93	$26,278.07	$72,972.93	73.5
1.21 EMPLOYER'S SHARE-FICA	$107,595.00	$0.00	$107,595.00	$8,767.42	$34,127.54	$73,467.46	68.3
1.22 UNEMPLOYMENT COMPENSATION	$2,531.00	$0.00	$2,531.00	$0.00	$1,723.74	$807.26	31.9
1.23 EMPLOYER'S CONTRIB.- PERF	$125,868.00	$0.00	$125,868.00	$10,716.37	$41,931.12	$83,936.88	66.7
1.24 EMPLOYER'S CONTRIB.- INS.	$175,454.00	$0.00	$175,454.00	$12,827.23	$50,722.30	$124,731.70	71.1
Subtotal	*$1,817,922.00*		$1,817,922.00	$149,364.87	$584,406.96	$1,233,515.04	67.9
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$110.90	$389.10	77.8
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
2.13 OTHER OFFICE SUPPLIES	$6,500.00	$0.00	$6,500.00	$465.35	$1,408.11	$5,091.89	78.3
2.21 CLEANING & SANITATION SUPPLIES	$7,500.00	$0.00	$7,500.00	$324.77	$1,173.84	$6,326.16	84.3
2.23 OTHER OPERATING SUPPLIES	$6,500.00	$0.00	$6,500.00	$603.36	$1,216.78	$5,283.22	81.3
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$16.98	$63.56	$336.44	84.1
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$0.00	$750.00	100.0
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$3,299.32	$4,341.04	$12,158.96	73.7
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$40,750.00*		$40,750.00	$4,709.78	$8,314.23	$32,435.77	79.6
3. Other Services and Charge							

F3a

F3b

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13	LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$0.00	$680.00	$6,320.00	90.3
3.14	OTHER PROFESSIONAL SERVICES	$6,200.00	$0.00	$6,200.00	$414.70	$1,674.54	$4,525.46	73.0
3.145	DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$149.90	$1,567.78	$28,532.22	94.8
3.146	E-BOOKS SERVICES	$40,000.00	$0.00	$40,000.00	$0.00	$13,750.00	$26,250.00	65.6
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,084.04	$4,340.04	$9,659.96	69.0
3.22	POSTAGE	$2,000.00	$0.00	$2,000.00	$271.60	$369.60	$1,630.40	81.5
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$1,170.12	$3,824.63	$16,175.37	80.9
3.24	PROFESSIONAL MEETINGS	$7,500.00	$0.00	$7,500.00	$305.00	$663.39	$6,836.61	91.2
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$108.88	$290.90	$1,509.10	83.8
3.26	NETWORKING	$92,220.00	$0.00	$92,220.00	$1,035.44	$5,858.81	$86,361.19	93.6
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$10.00	$309.48	$490.52	61.3
3.33	MARKETING ADVERTISING	$4,500.00	$0.00	$4,500.00	$0.00	$0.00	$4,500.00	100.0
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$200.00	$300.00	60.0
3.42	OTHER INSURANCE	$31,000.00	$0.00	$31,000.00	$15,004.50	$15,004.50	$15,995.50	51.6
3.51	GAS	$25,000.00	$0.00	$25,000.00	$1,861.46	$10,483.60	$14,516.40	58.1
3.52	ELECTRICITY	$129,000.00	$0.00	$129,000.00	$7,063.75	$29,126.85	$99,873.15	77.4
3.53	WATER	$3,500.00	$0.00	$3,500.00	$301.21	$1,042.33	$2,457.67	70.2
3.54	WASTE DISPOSAL SERVICES	$9,000.00	$0.00	$9,000.00	$646.41	$2,574.60	$6,425.40	71.4
3.61	BUILDING & STRUCTURES	$122,930.00	$0.00	$122,930.00	$2,417.16	$9,004.27	$113,925.73	92.7
3.62	EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72	EQUIPMENT RENTALS	$400.00	$0.00	$400.00	$128.39	$226.56	$173.44	43.4
3.91	DUES	$2,600.00	$0.00	$2,600.00	$52.00	$339.00	$2,261.00	87.0
3.93	TAXES & ASSESSMENTS	$500.00	$0.00	$500.00	$41.34	$41.34	$458.66	91.7
3.94	TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.96	PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98	MAINTENANCE/SERVICE CONTRACTS	$124,053.00	$0.00	$124,053.00	$1,691.28	$19,734.67	$104,318.33	84.1
	Subtotal	*$725,523.00*		$725,523.00	$33,757.18	$121,106.89	$604,416.11	83.3
4. Capital Outlays								
4.4	FURNITURE & EQUIPMENT	$88,000.00	$0.00	$88,000.00	($53.80)	$39,272.47	$48,727.53	55.4
4.51	BOOKS	$150,000.00	$0.00	$150,000.00	$9,055.56	$26,392.48	$123,607.52	82.4
4.52	PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$1,371.84	$4,724.39	$11,775.61	71.4
4.53	NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$5,270.15	$13,509.54	$46,490.46	77.5
	Subtotal	*$314,500.00*		$314,500.00	$15,643.75	$83,898.88	$230,601.12	73.3
	Grand Total	$2,898,695.00	$0.00	$2,898,695.00	$203,475.58	$797,726.96	$2,100,968.04	72.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3c

F3d

Appropriation Report for 276 BROADBAND CONNECTIVITY

Jasper County Public Library

Report Date: From **4/1/23** *To* **4/30/23**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,807.50	$5,422.50	($5,422.50)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,807.50	$5,422.50	($5,422.50)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,807.50	$5,422.50	($5,422.50)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From **4/1/23** ***To*** **4/30/23**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
39246	194	AARON'S LAWN CARE	4/10/23	DeM & Wh: Snow removal	$550.00
39247	195	ANTHEM BLUE CROSS BLUE	4/10/23	Health insurance premiums- April 2023	$15,153.97
39248	196	ANTHEM LIFE	4/10/23	Life insurance premiums- April 2023	$113.61
39249	197	BUSINESS CARD	4/10/23	Facebook advertising, standup desk refund, Zoom annual subscription, DeMotte PO Box renewal, background check, air conditioner for server room, hall rental for SDD 2023, book kit book, office & library supplies	$469.09
39250	198	CAPITAL ONE	4/10/23	Walmart: Library supplies	$121.48
39251	199	CAPITAL ONE TRADE CREDIT	4/10/23	Kem's Hardware: yellow spray paint	$16.98
39252	200	CI INSURANCE	4/10/23	Semi-annual premium for building insurance; annual premium for workers comp	$15,004.50
39253	201	COLLABORATIVE SUMMER LI	4/10/23	Summer Reading supplies	$233.37
39254	202	CULBRETH'S LAWN & TREE LL	4/10/23	DeM: Removed downed pine tree & stump from storm. Removed large broken limb from Maple tree.	$750.00
39255	203	DELTA DENTAL	4/10/23	Dental insurance premiums- April 2023	$553.18
39256	204	ELKHART PUBLIC LIBRARY	4/10/23	Lost ILL item # 217224559	$8.99
39257	205	INDIANA GROCERY GROUP, L	4/10/23	Book Club treats, Nerf Night snacks, children's program snacks, Train Day sandwiches	$122.00
39258	206	INDIANA LIBRARY FEDERATIO	4/10/23	ILF Regional Conference registrations- M. Wampler, A. Fagenbaum, N. Trainor, L. Drake, K. de Jong, J. Wilma, S. Heldak	$245.00
39259	207	JASPER COUNTY TREASURE	4/10/23	DeM & Wh: Tax bill for ditch	$41.34
39260	208	KAPCO	4/10/23	Poly covers, polyester corners	$160.95
39261	209	KIRBY RISK CORPORATION	4/10/23	Lighting supply	$29.33
39262	210	KONE	4/10/23	DeM: Elevator Maintenance Agreement 4/1-6/30/23	$513.27
39263	211	MAGAZINE SUBSCRIPTION SE	4/10/23	DeM: Wall Street Journal newspaper subscription	$693.00
39264	212	NEILE TRAINOR	4/10/23	Mileage 12/21/22 - 3/22/23	$85.51
39265	213	NIMBO IP LLC	4/10/23	Monthly Managed Service- March 2023	$815.00
39266	214	NIPSCO	4/10/23	DeM & Wh: Gas & electric service 3/1-3/30/23	$5,945.81
39267	215	NITCO	4/10/23	DeM: Local phone service April 2023	$138.27
39268	216	PATTY STRINGFELLOW	4/10/23	Mileage 3/8-3/21/23	$141.48
39269	217	POSTMASTER	4/10/23	Stamps	$271.60
39270	218	PRECISION CONTROL SYSTE	4/10/23	Rens: HVAC repair	$752.00
39271	219	RACHAEL CAVINDER	4/10/23	Mileage 12/19/22 - 3/21/23	$49.71
39272	220	RENSSELAER ROTARY CLUB	4/10/23	1st quarter dues & meals	$112.00
39273	221	STEVE'S SPECIALIZED SERVI	4/10/23	Laundry	$24.00
39274	222	SUNRISE PACKAGING	4/10/23	Audiobook cases, TV Series cases	$1,921.84
39275	223	THE LIBRARY CORPORATION	4/10/23	LS2 Reports License Renewal July 2023 - June 2024; NCIP Software Renewal July 2023 - June 2024	$927.00
39276	224	TRUGREEN PROCESSING CE	4/10/23	Wh: Ornamental bed weed control treatment	$365.16
39277	225	VSP INSURANCE CO. (CT)	4/10/23	Vision insurance premiums- April 2023	$202.81
0	226	PAYROLL	4/10/23	PAYROLL	$60,771.41
0	227	CHRISTINA SANDERS	4/10/23	Courier Mileage: 3/16-3/31/23 (conf#1212)	$487.32
0	229	INPRS fbo PERF	4/10/23	INPRS Contributions 4/10/23 Payroll	$7,276.88
0	230	IRS USA TAXPAYMENT	4/10/23	Federal Withholding, Medicare, & FICA withheld 4/10/23 Payroll (Acknowledgement #63212357)	$13,914.92
0	231	NATIONWIDE	4/10/23	Annuity withheld 4/10/23 Payroll	$970.00
0	232	TOWN OF DEMOTTE	4/10/23	Dem: Sewer & Water: March 2023 (Conf#1213)	$166.31
0	233	TOWN OF WHEATFIELD	4/10/23	Wh: Sewer Service April 2023 (Conf#1214)	$77.35
39278	234	ACE HARDWARE	4/10/23	Maintenance supplies	$36.75

F4b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39279	235	AMAZON CAPITAL SERVICES	4/10/23	AV, books, maintenance, library , & janitorial supplies, hotspot batteries, power strip	$535.19
39280	236	BAKER & TAYLOR	4/10/23	Books, Continuations, AV, Auto. Yours	$9,992.33
39281	237	BAKER & TAYLOR ENTERTAIN	4/10/23	AV	$2,195.54
39282	238	BRIGHTSPEED	4/10/23	Rens: Fax line service- April 2023	$64.11
39283	239	CENTER POINT LARGE PRINT	4/10/23	Books	$179.76
39284	240	CINTAS CORP	4/10/23	Rens: Janitorial supplies	$196.88
39285	241	COLLIER ROW FLORAL SHOP	4/10/23	Program presenter	$375.00
39286	242	CULLIGAN WATER CONDITIO	4/10/23	Wh: Water Cooler Rental- April 2023; 5-gallon drinking water- 6	$67.09
39287	243	ENA SERVICES LLC	4/10/23	Internet Service- March 2023	$1,807.50
39288	244	GRAINGER	4/10/23	Batteries, air fitlers, water filters	$396.14
39289	245	INDIANA WASTE SERVICE	4/10/23	DeM. & Wh: Trash pick-up April 2023	$174.50
39290	246	MIDWEST TAPE LLC	4/10/23	AV	$1,534.98
39291	247	ODP BUSINESS SOLUTIONS, L	4/10/23	Janitorial, library, & office supplies, 128GB USB, 128GB SD card, electrice pencil sharpener	$484.79
39292	248	PLAYAWAY PRODUCTS, LLC	4/10/23	Playaways, Wonderbooks, power adapters	$570.26
39293	249	QUILL LLC	4/10/23	Library, office, & janitorial supplies	$483.59
39294	250	ULINE	4/10/23	DVD cases	$773.88
39295	251	UNIQUE	4/10/23	Collections: Initial/Secondary Placements- March 2023	$186.15
39296	252	VIGO COUNTY PUBLIC LIBRA	4/10/23	Lost SRCS item# 385817	$16.00
0	254	PAYROLL	4/25/23	PAYROLL	$56,282.44
0	255	AFLAC	4/25/23	Supplemental Insurance April 2023 (conf#1216)	$676.52
0	256	ALLIANCE BANK	4/25/23	Direct Deposit Fees -- March 2023	$36.70
0	257	BRIGHTSPEED	4/25/23	Wh: Fax line April 2023 (Conf#1218)	$66.66
0	258	CHICAGO TRIBUNE	4/25/23	DeM & Rens: Newspaper subscriptions Acct# 20468938	$467.34
0	259	CHRISTINA SANDERS	4/25/23	Courier Mileage: 4/1-4/15/23 (conf#1219)	$406.10
0	260	CITY OF RENSSELAER	4/25/23	Rens: Utilities: 3/7-4/5/23 (Conf# 152768911)	$3,443.16
0	261	CITY OF RENSSELAER	4/25/23	ADJUSTMENT to Rens: Utilities: 3/7-4/5/23 (Conf# 152768911) -- additional gas charge	$13.00
0	262	INDIANA DEPARTMENT OF RE	4/25/23	State & County Taxes withheld April 2023 Payroll (conf#0-012-849-270)	$6,906.88
0	263	INPRS fbo PERF	4/25/23	INPRS Contributions 4/25/23 Payroll	$6,695.88
0	264	IRS USA TAXPAYMENT	4/25/23	Federal Withholding, Medicare, & FICA withheld 4/25/23 Payroll (Acknowledgement #32083791)	$12,683.47
0	265	NATIONWIDE	4/25/23	Annuity withheld 4/25/23 Payroll	$970.00
0	266	POST-TRIBUNE	4/25/23	DeM & Rens: Newspaper subscriptions Acct#44365252	$211.50
0	267	T-MOBILE	4/25/23	Hotspot Data Service 3/2-4/1/23 (Conf #1215)	$1,035.44
0	268	ALLIANCE BANK	4/28/23	Positive Pay Fee- April 2023	$15.00
0	269	SQUARE, INC	4/30/23	Merchant Processing Fees- April 2023	$13.16

F4C

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$240,190.13**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, May 2, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $240,190.13

Date this 8th **day of** May **,20**23.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
April 30, 2023

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$516.82	$3,156.01
DeMotte	$184.87	$805.39		
Rensselaer	$175.99	$1,577.11		
Wheatfield	$155.96	$773.51		
PHOTOCOPIES:			$796.70	$4,434.71
DeMotte	$263.60	$1,287.51		
Rensselaer	$399.95	$2,291.90		
Wheatfield	$133.15	$855.30		
INTEREST (Checking, Repurchase, CDs):			$80.26	$405.48
TAXES:			$64,180.08	$256,720.32
Property Tax	$0.00	$0.00		
LOIT	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
LIT Certified Shares	$64,180.08	$256,720.32		
TAXABLE SALES:-			$7.10	$17.76
REFUNDS:			$368.00	$1,820.19
Rebates/Refund	$0.00	$394.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$350.00	$1,350.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$18.00	$76.19		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$65,948.96**	**$266,554.47**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$1,530.00	$10,731.55
DeMotte	$0.00	$3,103.17		
Rensselaer	$1,000.00	$6,168.58		
Wheatfield	$530.00	$1,459.80		
LIB. IMPROV. RESERVE FUND:			$17.86	$75.88
Interest Earned	$17.86	$75.88		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$7,435.62	$27,945.24
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$7,435.62	$27,945.24		
Interfund Transfer	$0.00	$0.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,520.35
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$25.00	$98.71
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$74,957.44**	**$323,926.20**

F5b

WITHHOLDING ACCOUNT FUNDS:			$33,807.16	$131,211.82
FIT Tax Collected	$9,063.55	$34,698.93		
FICA Collected	$8,767.42	$34,127.54		
State Tax Collected	$3,848.33	$15,006.14		
County Tax Collected	$3,058.55	$11,888.64		
INPRS	$3,256.39	$12,743.19		
Deferred Comp Plan	$1,940.00	$7,610.00		
Pre-tax Insurance Plan	$3,570.60	$13,918.94		
Life Insurance	$302.32	$1,218.44		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$108,764.60**	**$455,138.02**

F6a

Voucher List

Jasper County Public Library

Report Date: From **5/1/23** ***To*** **5/8/23**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
39297	270	4IMPRINT, INC	5/8/23	Promotional items: stadium seats, cotton yacht totes, wireless charging pads, power clips, post-it notes	$4,065.00
39298	271	AARON'S LAWN CARE	5/8/23	Spring clean-up, mowing, & edging	$1,215.00
39299	272	ACE HARDWARE	5/8/23	Maintenance supplies	$150.58
39300	273	AMAZON CAPITAL SERVICES	5/8/23	AV, book, water filter cartridges, replacement battery for vacuum, USB hubs, display port to VGA adapter, counting chips, water chemicals, vacuum bags, pen refills, mini displayport to displayport cables	$576.97
39301	274	ANTHEM BLUE CROSS BLUE	5/8/23	Health insurance premiums- May 2023	$14,262.56
39302	275	ANTHEM LIFE	5/8/23	Life insurance premiums- May 2023	$113.61
39303	276	BAKER & TAYLOR	5/8/23	Books, Continuations, AV, Auto. Yours	$8,474.19
39304	277	BAKER & TAYLOR ENTERTAIN	5/8/23	AV	$1,638.48
39305	278	CAPITAL ONE	5/8/23	Walmart: Library supplies	$311.12
39306	279	CARDINAL COPIER SOLUTION	5/8/23	Quarterly maintenance agreement on DeMotte staff copier; contract overage 1/1/23-4/1/23	$1,281.58
39307	280	COLONIAL CLEANERS	5/8/23	Wh: Laundry	$20.17
39308	281	DELTA DENTAL	5/8/23	Dental insurance premiums- May 2023	$553.18
39309	282	DEMCO INC	5/8/23	Binder tape, classification labels, construction paper, barcode labels	$219.86
39310	283	GRAINGER	5/8/23	Batteries, bottle filler filter cartridge	$74.37
39311	284	GREY HOUSE PUBLISHING	5/8/23	Continuations	$432.50
39312	285	ICC BUSINESS PRODUCTS	5/8/23	Library, office, janitorial, & maintenance supplies	$146.45
39313	286	INDIANA ARCHIVES & RECOR	5/8/23	Microfilm	$380.00
39314	287	INDIANA GENEALOGICAL SOC	5/8/23	Membership, 1 year	$30.00
39315	288	INDIANA GROCERY GROUP, L	5/8/23	Book discussion treats	$25.02
39316	289	JASPER COUNTY FAIR ASSOC	5/8/23	Jasper County Fair booth rental	$295.00
39317	290	KROGER GARDIS & REGAS, L	5/8/23	Legal Assistance: Policy Matters	$495.00
39318	291	LAUREN DRAKE	5/8/23	Mileage 4/14/23; parking at ILF Conference	$108.91
39319	292	LINDA POORTENGA	5/8/23	Mileage 3/8-4/22/23	$89.87
39320	293	LINDA THOMPSON	5/8/23	Mileage 4/18-4/25/23	$39.30
39321	294	MIDWEST COLLABORATIVE F	5/8/23	HeritageQuest & Ancestry Library database renewals	$3,015.24
39322	295	MIDWEST TAPE LLC	5/8/23	Hoopla: advance digital payment; AV	$3,915.78
39323	297	NIMBO IP LLC	5/8/23	Monthly Managed Service- April 2023	$815.00
39324	298	NIPSCO	5/8/23	DeM & Wh: Gas & electric service 3/30-5/1/23	$5,514.02
39325	299	NITCO	5/8/23	DeM: Local phone service May 2023	$138.27
39326	300	OLLIS BOOK CORPORATION	5/8/23	Books	$1,960.77
39327	301	OVERDRIVE, INC.	5/8/23	Deposit on Account for Future Content Purchases	$6,000.00
39328	302	PATTY STRINGFELLOW	5/8/23	Mileage 4/10-4/18/23	$86.46
39329	303	PLAYAWAY PRODUCTS, LLC	5/8/23	Wonderbooks, Playaways, Launchpads, power adapters	$2,853.04
39330	304	PRECISION CONTROL SYSTE	5/8/23	Rens: HVAC repairs	$1,286.00
39331	305	RENSSELAER REPUBLICAN	5/8/23	DeM: Newspaper subscription Acct# 0038530	$99.00
39332	306	ROEING CORPORATION	5/8/23	Tech Maintenance Support - 1st Installment 2023	$6,250.00
39333	307	STEVE'S SPECIALIZED SERVI	5/8/23	Laundry	$26.00
39334	308	TECHSMITH	5/8/23	Software maintenance for Snagit License 5/4/23 - 5/4/24	$10.80
39335	309	TRUGREEN PROCESSING CE	5/8/23	DeM, Rens, & Wh: Lawn fertilization	$294.71
39336	310	VISUAL EDGE IT, INC	5/8/23	Quarterly maintenance agreement on Rens. & Wh. Staff copiers	$1,349.98
39337	311	VSP INSURANCE CO. (CT)	5/8/23	Vision insurance premiums- May 2023	$202.81
39338	318	BRIGHTSPEED	5/8/23	Rens: Fax line service- May 2023	$63.39
39339	319	BUSINESS CARD	5/8/23	Maintenance & library supplies, Smr Rdg shopping lunch-2	$1,362.68

F6b

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
39340	320	CARRIAGE PAPER PRODUCT	5/8/23	Receipt paper rolls	$166.70
39341	321	CINTAS CORP.	5/8/23	DeM & Wh: Janitorial supplies	$364.00
39342	322	CINTAS CORP	5/8/23	Rens: Janitorial supplies	$197.00
39343	323	CR ENTERTAINMENT	5/8/23	Summer Reading Presenter	$900.00
39344	324	CULLIGAN WATER CONDITIO	5/8/23	Wh: Water Cooler Rental- May 2023	$14.39
39345	325	DEMCO INC	5/8/23	Library supplies	$120.72
39346	326	ENA SERVICES LLC	5/8/23	Internet Service- April 2023	$1,807.50
39347	327	THE HAMSTRA GROUP	5/8/23	Wh: HVAC repairs	$121.50
39348	328	INDIANA WASTE SERVICE	5/8/23	DeM. & Wh: Trash pick-up May 2023	$174.50
39349	329	KIRBY RISK CORPORATION	5/8/23	Light bulbs	$429.00
39350	330	ODP BUSINESS SOLUTIONS, L	5/8/23	Janitorial, office, library, & maintenance supplies	$645.87
39351	331	QUILL LLC	5/8/23	Copy paper, wipes, printed business cards	$89.97
39352	332	RAYANN GILMORE	5/8/23	Petty cash: Postage, Police Report	$49.87
39353	333	SILLY SAFARIS	5/8/23	Summer Reading Presenter	$1,050.00
39354	334	UNIQUE	5/8/23	Collections: Initial/Secondary Placements- April 2023	$131.40
				Total Amount of Claims	**$76,505.09**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, May 8, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$76,505.09**

Date this 8th **day of** May **,20**23 **.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Revised F4a

Voucher List

Jasper County Public Library

Report Date: From **3/1/23** *To* **3/31/23**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	*Total*
0	129	PAYROLL	3/10/23	PAYROLL	$51,272.04
0	130	CHICAGO TRIBUNE	3/10/23	DeM & Rens: Newspaper subscriptions Acct# 20468938	$467.34
0	131	CHRISTINA SANDERS	3/10/23	Courier Mileage: 2/16-2/28/23 (conf#1203)	$365.49
0	132	INPRS fbo PERF	3/10/23	INPRS Contributions 3/10/23 Payroll	$6,212.63
0	133	IRS USA TAXPAYMENT	3/10/23	Federal Withholding, Medicare, & FICA withheld 3/10/23 Payroll (Acknowledgement #03074101)	$11,432.84
0	134	NATIONWIDE	3/10/23	Annuity withheld 3/10/23 Payroll	$970.00
0	135	TOWN OF DEMOTTE	3/10/23	Dem: Sewer & Water: February 2023 (Conf#1205)	$146.94
0	136	TOWN OF WHEATFIELD	3/10/23	Wh: Sewer Service March 2023 (Conf#1204)	$77.35
39204	137	ACE HARDWARE	3/13/23	Shelving nuts & washers	$12.79
39205	138	AMAZON CAPITAL SERVICES	3/13/23	Books, glass cleaner, video to digital converter, airpods, counter sign mats, liquid ice melt, grabbers	$675.57
39206	139	ANTHEM BLUE CROSS BLUE S	3/13/23	Health insurance premiums- March 2023; L. Drake- February 2023 premium; C. DeVries- credit for Jan & Feb 2023 premiums	$14,262.56
39207	140	ANTHEM LIFE	3/13/23	Life insurance premiums- March 2023	$105.21
39208	141	APPLIED INNOVATION	3/13/23	Quarterly maintenance agreement on patron copiers	$1,533.21
39209	142	BAKER & TAYLOR	3/13/23	Books, Continuations, AV, Auto. Yours	$8,970.72
39210	143	BAKER & TAYLOR ENTERTAIN	3/13/23	AV	$1,735.33
39211	144	BRIGHTSPEED	3/13/23	Rens: Fax line service- March 2023	$64.22
39212	145	BUSINESS CARD	3/13/23	Yearbook, Facebook advertising, Adobe Creative Cloud renewal, library supplies	$507.37
39213	146	CAPITAL ONE	3/13/23	Walmart: Library & janitorial supplies	$206.44
39214	147	CENTER POINT LARGE PRINT	3/13/23	Books	$298.85
39215	148	COLLABORATIVE SUMMER LIB	3/13/23	Staff Summer Reading t-shirts	$62.95
39216	149	COLONIAL CLEANERS	3/13/23	DeM: Laundry	$20.17
39217	150	CULLIGAN WATER CONDITIO	3/13/23	Wh: Water Cooler Rental- March 2023	$14.39
39218	151	DELL MARKETING L.P.	3/13/23	Monitors, CPUs	$3,574.42
39219	152	DELTA DENTAL	3/13/23	Dental insurance premiums- March 2023; L. Drake- Feb 2023 premium	$585.72
39220	153	EDWARD P. DUMAS	3/13/23	Legal Assistance: Facilities Matters	$680.00
39221	154	ENA SERVICES LLC	3/13/23	Internet Service- February 2023	$1,807.50
39222	155	HAMSTRA BUILDERS, INC.	3/13/23	Wh: 2023 HVAC Service Contract; Wh: replace blower motor & wheel	$2,728.50
39223	156	INDIANA GROCERY GROUP, L	3/13/23	Program snacks, children's supplies, Nerf Night refreshments	$87.88
39224	157	JASPER NEWTON FOUNDATI	3/13/23	Ball State Community Development Workshop registration- P. Stringfellow	$100.00
39225	158	KANKAKEE VALLEY PUBLISHI	3/13/23	Annual Financial Report legal ad, Jasper County Business Directory ad	$279.48
39226	159	KROOSWYK PLUMBING, HEAT	3/13/23	DeM: Backflow test	$110.00
39227	160	LINDA POORTENGA	3/13/23	Mileage 1/6-2/15/23	$56.59
39228	161	MICHAEL R. ANDERSON	3/13/23	Rens: Snow removal 2/13-3/3/23	$280.00
39229	162	MIDWEST COLLABORATIVE F	3/13/23	Corsizio Workshop registration- M. Widner	$100.00
39230	163	MIDWEST TAPE LLC	3/13/23	AV	$674.84
39231	164	NIMBO IP LLC	3/13/23	Monthly Managed Service- February 2023	$815.00
39232	165	NIPSCO	3/13/23	DeM & Wh: Gas & electric service 1/31-3/1/23	$6,152.26
39233	166	NITCO	3/13/23	DeM: Local phone service March 2023	$139.59
39234	167	ODP BUSINESS SOLUTIONS, L	3/13/23	Pressboard report covers	$17.24
39235	168	PATTY STRINGFELLOW	3/13/23	Mileage 2/21-2/23/23	$57.64
39236	169	PLAYAWAY PRODUCTS, LLC	3/13/23	Launchpad, Wonderbooks	$1,325.77

Revised F4b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39237	170	POST-TRIBUNE	3/13/23	DeM & Rens: Newspaper subscriptions Acct#44365252	$211.50
39238	171	PRECISION CONTROL SYSTE	3/13/23	Rens & DeM: Preventative maintenance; Rens: HVAC repairs	$5,170.42
39239	172	PURDUE UNIVERSITY	3/13/23	DeM: Charcuterie Board program presenter	$420.00
0	173	THE WALL STREET JOURNAL	3/13/23	DeM: Newspaper subscription Acct# 010560502255	$694.88
39240	174	UNIQUE	3/13/23	Collections: Initial/Secondary Placements- February 2023	$240.90
39241	175	VSP INSURANCE CO. (CT)	3/13/23	Vision insurance premiums- March 2023; L. Drake- Feb 2023 premium; C. DeVries- credit for Jan & Feb 2023 premiums	$190.88
39242	176	WHEATFIELD CHAMBER OF C	3/13/23	Wheatfield Chamber Membership Dues 2023	$100.00
39243	177	BRIGHTSPEED	3/13/23	Wh: Fax line March 2023	$66.77
39244	178	GREATER RENSSELAER CHA	3/13/23	Daffodil Days Event	$10.00
39245	179	INDIANA WASTE SERVICE	3/13/23	DeM. & Wh: Trash pick-up March 2023	$174.50
0	180	PAYROLL	3/24/23	PAYROLL	$57,315.15
0	181	AFLAC	3/24/23	Supplemental Insurance March 2023 (conf#1209)	$676.52
0	182	ALLIANCE BANK	3/24/23	Direct Deposit Fees -- February 2023	$36.70
0	183	CITY OF RENSSELAER	3/24/23	Rens: Utilities: 2/6-3/7/23 (Conf# 152623938)	$3,872.89
0	184	CHRISTINA SANDERS	3/24/23	Courier Mileage: 3/1-3/15/23 (conf#1211)	$446.71
0	185	INDIANA DEPARTMENT OF RE	3/24/23	State & County Taxes withheld March 2023 Payroll (conf#0-012-313-653)	$6,399.36
0	186	INPRS fbo PERF	3/24/23	INPRS Contributions 3/24/23 Payroll	$6,947.20
0	187	IRS USA TAXPAYMENT	3/24/23	Federal Withholding, Medicare, & FICA withheld 3/24/23 Payroll (Acknowledgement #33287040)	$12,950.06
0	188	NATIONWIDE	3/24/23	Annuity withheld 3/2423 Payroll	$970.00
0	189	OVERDRIVE, INC.	3/24/23	Participation in the Indiana Digital Library (IDL) consortium March 2023 - February 2024, future consortium content (conf#1210)	$3,000.00
0	190	T-MOBILE	3/24/23	Hotspot Data Service 2/2-3/1/23 (Conf #1208)	$1,007.04
0	191	ALLIANCE BANK	3/31/23	Positive Pay Fee- March 2023	$15.00
0	192	SQUARE, INC	3/31/23	Merchant Processing Fees- March 2023	$20.22
0	193	THE WALL STREET JOURNAL	3/15/23	Void Voucher #173, online banking payment was returned	($694.88)
0	228	INDIANA DEPT. OF WORKFOR	3/27/23	1st Quarter 2023 Unemployment Compensation Payment (conf# 9757230905)	$1,446.97
0	253	INDIANA DEPT. OF WORKFOR	3/31/23	Amended 1st Quarter 2023 Unemployment Compensation Payment (conf# 2753515465)	$3.88

Revised F4C

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
				Total Amount of Claims	**$220,679.51**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, April 18, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $220,679.51

Date this 8th **day of** May **,20**23**.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JUNE

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, June 12, 2023, 6pm
Rensselaer Public Library

Opening of Meeting Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of May Board Meeting
Bills/Financial Reports
Salary Ordinance Update

General Business

DeMotte Touch of Dutch Festival (R 15) Action
Long Range Plan Update (R 12 & R 15)
Information
2024 Budget Committee (R 15) Information

Director's Report (R 15-R 19) Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **May 8, 2023**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Janelle Harper, Mark Heinig, Julie Davidson, Janet Umlauf, Kristie Housman, Patricia Stringfellow, Rayann Gilmore, Shannon Heldak, Autumn Fagenbaum
Absent: Kevin Kaluf, Janett Kingman

Executive Session: The library board met in executive session to discuss an employee job performance evaluation. No other topics were discussed. Regular board meeting convened at 6:03 PM.

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the April Board Meeting Minutes, bills/financial reports, Public Purchasing Policy revisions, request to register staff for virtual TLCU 2023, and send Linda Poortenga to Digipalooza 2023 were approved on a motion by M. Heing, seconded by J. Harper. Motion passed.

Annual Impacts – Report by DeMotte Branch Manager & Children's Librarian: Shannon Heldak, DeMotte Branch Manager, shared the fun adult programs that have happened in the last year. Monthly bingo and trivia programs were started. Bingo has really hit it off with full registration almost every month and very passionate bingo players. Trivia themes vary each month. We've done 80s, music, Marvel and more. Harry Potter was quite popular, and we ended up doing it twice. We partnered with Carmen from the Purdue Extension to do a charcuterie program. Patrons were able to go home with their own charcuterie board and food after learning how to cut and place the food. A local patron hosted a 4-week quilting program for hand and machine quilting. Neile led a winter wreath program, with everyone enjoying how beautiful the wreaths turned out and how simple they were to make. The library's 30th building birthday was celebrated by asking the community to create artwork using the theme "What adventures has the library inspired you to take?" We had a lovely day-long party with treats and hourly giveaways. We kept the artwork up for a month so patrons could view it when they had time. We wanted to create a gallery vibe with a brochure with artist names and artwork in multiple places. We asked patrons of all ages to submit artwork and Shannon spoke with one mom whose daughter was so proud to see her artwork hanging in the library. The mom was so thankful and teared up while they were speaking. The DeMotte Chamber of Commerce held their first annual Christmas decorating contest for businesses which we entered and won! All staff participated in decorating the library, encouraging patrons to complete a gingerbread scavenger hunt and to vote for us if they enjoyed the decorations. Shannon created a social media post at the end of the year called "JCPL 2022 That's a wrap." She included some fun stats about number of checkouts for the year and the top 5 books checked out for kids, teens, and adults. There was great engagement with it online and patrons enjoyed it.

Autumn Fagenbaum, Children's Librarian, presented Summer Reading Highlights. DeMotte had 192 participants in K-12th, who read a combined total of 68,260 minutes. We had steady numbers this summer with K-5th having 100 participants per program and teens averaging about 20 participants per program. DeMotte was the 'Guinea Pig' for new software that made summer reading run so smoothly and fully digital- Beanstack. All three libraries will go fully digital for Summer Reading this year using Beanstack. We are moving to a 4-week summer reading program this year to combat low numbers after the 4th of July. We are looking forward to putting more money toward presenters due to the 4-week summer reading. We partnered with Aperion Care for their Halloween Hoopla. Autumn went and read stories while people waited for the hayride. The Storywalk is up and running! We often see visitors out on the path and reading the story! We've had many compliments on the stories we've chosen so far. We are planning to change the story on a seasonal basis outside of special circumstances. Stay tuned for our new story in May which will tie into our new program called Dino Quest, where we will utilize our new outdoor space to create a dinosaur themed event. Karla started a book club for 2nd-5th graders called Quest Trekkers! The club has doubled in size since its creation! Nerf Nights are a success with a streamlined process and regularly have a large crowd. Our last event had 73 people! The Noah's Ark Workshop was a great success where we brought a build a bear experience to patrons. We are planning to host another workshop later this year. Anime Club is continuing to see new faces and excitement for the club has led to other anime-based programs. Lego Night was brought back, and we had to limit participants due to overwhelming popularity! We also had to move to a larger space to accommodate the increase.

Abonmarche Proposal: Last month the Board was presented with a proposal from Abonmarche, a proposal that included facilities assessments at all three libraries with the goal of creating an asset management plan to help the library with anticipated capital improvements and future planning. Arvin Delacruz from Abonmarche explained that in this process thought would be given to how spaces could be repurposed, what the needs are now and in the future, and how to create a cohesiveness between all three Jasper County Public Library buildings. The Board did not take action last month to allow time for all members to review the proposal. After the April Board meeting, P. Stringfellow asked our library attorney to review the proposal and asked if the Board could proceed with the proposal if they chose to do so. She indicated that the Board could proceed with approving the $39,000 proposal as a General Services contract, pointing out that actual repairs to the HVAC system, for example, might require a separate bidding and approval process. We understand that and would proceed carefully with attorney guidance as needed. J. Umlauf moved to approve the $39,000 proposal from Abonmarche, seconded by K. Housman. Motion passed.

Permission to Hold Staff Development Day at Red Mill County Park (LaPorte County): Our libraries will be closed on August 28 for Staff Development Day. We would like to take staff offsite to Red Mill County Park in LaPorte County for our training day. We have reserved Smith Banquet Hall at Red Mill County Park which has a large indoor space where we can gather. Red Mill County Park is appealing because it is a park setting. Staff will have an opportunity to be outside to reflect on some of the training and enjoy some outdoor time on breaks. As a part of the reservation, we are required to sign a reservation agreement. The agreement contains hold harmless language that the park will not remove, and they will not entertain mutual hold harmless language. We consulted with the library attorney, Emilie, and our insurance agent, Stace, explaining that our training day will be a lecture format with some time spent outdoors in quiet reflection and resting (sitting or walking around) – no extreme sports or activities. Stace indicated it's a risk management decision or choice to take on additional exposures and recommended having it as an approved training by the Board. Emilie advised us to consider what activities are planned for the day and what assumption of risk we are taking on. In consideration of all this we are seeking Board approval to go offsite to Red Mill County Park for Staff Development Day. We feel that the assumption of risk is similar to the risk we take when attending conferences offsite. There will be travel involved, a lecture format inside a building, with some time spent outside walking about or sitting down – no hiking, canoeing, or strenuous activities planned. J. Harper moved to approve Staff Development being held offsite at Red Mill County Park, seconded by M. Heinig. Motion passed.

Director's Report: National Library Week was celebrated in April with wonderful Social Media engagement. P. Stringfellow did a radio spot for WLQI and WRIN to promote it as well. Staff are receiving training on Beanstack ahead of Summer Reading. S. Heldak and A. Fagenbaum are presenting that training.

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 6:24 PM, seconded by K. Housman.

Janet Umlauf

Janet Umlauf, Secretary

Julie Davidson

Attest: J. Davidson, President

CIRCULATION BY HOLDINGS CODE
May 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	30	0	1	31
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	41	3	1	45
Blu-Ray (DBR)	86	2	0	88
Books on CD (DBKCD)	24	3	2	29
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	53	0	0	53
Digital Audiobooks (DDA)	11	0	0	11
DVD (DDVD)	1229	51	18	1298
Equipment (DEQP)	35	0	0	35
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	484	27	4	515
Fiction Fantasy (DFICF)	2	0	1	3
Fiction Inspirational (DFICI)	148	5	5	158
Fiction Mystery (DFICM)	123	26	0	149
Fiction New (DFICNEW)	414	17	13	444
Fiction Science Fiction (DFICSF)	4	0	0	4
Fiction Western (DFICW)	6	0	0	6
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	53	1	1	55
Hanging Bags (DHANG)	34	0	0	34
Hotspots (DWIFI)	5	36	5	46
ILL (DILL)	43	2	0	45
Internet (DINTER)	427	0	0	427
Juv. Audio book (DJAUDB)	24	1	0	25
Juv. Biography (DJBIO)	34	0	0	34
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	39	1	0	40
Juv. Digital Device (DJDDP)	23	0	0	23
Juvenile Easy (DJE)	986	4	12	1002
Juv. Easy Non-fiction (DJENF)	97	0	0	97
Juv. Easy Reader (DJER)	349	6	1	356
Juv. Easy Reader NF (DJERN)	16	0	0	16
Juv. Fiction (DJFIC)	609	14	5	628
Juv. Graphic Novel (DJGN)	288	2	3	293
Juv. Holiday books (DJHOL)	20	0	0	20
Juv. Launchpads (DPTAB)	13	0	0	13
Juv. Magazine (DJMAG)	38	0	0	38
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	406	3	11	420
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	189	0	1	190
Large Print Fiction (DLPF)	154	26	6	186
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	133	2	4	139
Large Print Nonfic (DLPNF)	5	0	0	5
Large Print Western (DLPW)	2	0	1	3
Magazine (DMAG)	263	0	0	263
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	6	0	0	6
Nonfiction 100 (DNF100)	18	2	0	20
Nonfiction 200 (DNF200)	10	0	0	10
Nonfiction 300 (DNF300)	18	5	0	23
Nonfiction 400 (DNF400)	3	0	0	3
Nonfiction 500 (DNF500)	20	2	0	22
Nonfiction 600 (DNF600)	125	8	1	134
Nonfiction 700 (DNF700)	65	7	0	72
Nonfiction 800 (DNF800)	22	1	0	23
Nonfiction 900 (DNF900)	35	11	0	46
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	35	0	0	35
Nonfiction (DNFIC)	8	2	0	10
Nonfiction New (DNFNEW)	126	11	8	145
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	4	1	0	5
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	2	0	0	2
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	13	0	0	13
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	10	91	1	102
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	9	0	0	9
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	121	3	1	125
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	12	1	0	13
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	3	0	0	3

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	14	0	15
Blu-Ray (RBR)	2	263	2	267
Books on CD (RBKCD)	1	45	2	48
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	13	62	0	75
Digital Audiobooks (RDA)	1	22	0	23
DVD (RDVD)	19	1807	41	1867
Equipment (REQP)	0	13	0	13
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	29	590	5	624
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	33	285	9	327
Genealogy (RGENE)	0	1	0	1
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	62	1	63
Hanging Bag (RHANG)	0	84	5	89
Hotspots (RWIFI)	4	42	5	51
ILL (RILL)	0	25	0	25
Internet (RINTER)	0	97	0	97
Juv. Audio book (RJAUDB)	0	0	0	0
Juv. Biography (RJBIO)	0	4	0	4
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	7	0	7
Juv. Digital Device (RJDDP)	1	6	0	7
Juvenile Easy (RJE)	10	520	12	542
Juv. Easy Non-fiction (RJENF)	0	23	0	23
Juv. Easy Reader (RJER)	4	308	0	312
Juv. Easy Reader NF (RJERN)	6	26	0	32
Juv. Fiction (RJFIC)	12	356	4	372
Juv. Graphic Novel (RJGN)	12	161	7	180
Juv. Launchpads (RPTAB)	2	5	0	7
Juv. Magazine (RJMAG)	0	9	0	9
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	5	167	8	180
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	1	131	1	133
Large Print Fiction (RLPF)	4	157	6	167
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	2	250	6	258
Large Print Nonfic (RLPNF)	0	12	3	15
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	87	0	87
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	14	0	14
Non-Fiction 100 (RNF100)	0	19	0	19

Non-Fiction 200 (RNF200)	2	16	0	18
Non-Fiction 300 (RNF300)	0	42	1	43
Non-Fiction 400 (RNF400)	0	15	0	15
Non-Fiction 500 (RNF500)	1	29	1	31
Non-Fiction 600 (RNF600)	6	132	4	142
Non-Fiction 700 (RNF700)	3	40	2	45
Non-Fiction 800 (RNF800)	0	4	0	4
Non-Fiction 900 (RNF900)	5	27	0	32
Nonfiction Blu-Ray (RNFBR)	0	0	0	0
Nonfiction DVD (RNFDVD)	0	50	1	51
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	15	138	25	178
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	0	0	0
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	37	1	4	42
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	3	3	32	38
STEAM Kits (RSTEAM)	0	16	0	16
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	0	0	0
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	8	74	1	83
YA Music CD (RYACD)	1	6	0	7
YA Nonfiction (RYANF)	0	7	0	7
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	1	0	1

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	1	8	11
Blu-Ray (WBR)	2	0	216	218
Books on CD (WBKCD)	2	5	43	50
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	6	1	75	82
Digital Audiobooks (WDA)	0	1	10	11
DVD (WDVD)	13	34	1001	1048
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	17	27	200	244
Fiction Fantasy (WFICF)	1	2	23	26
Fiction Inspirational (WFICI)	13	8	145	166
Fiction Mystery (WFICM)	3	6	26	35

Fiction New (WFICNEW)	18	16	137	171
Fiction Science Fiction (WFICSF)	1	0	7	8
Fiction Western (WFICW)	0	0	1	1
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	6	1	46	53
Hanging Bags (WHANG)	2	1	59	62
Hotspots (WWIFI)	0	39	12	51
ILL (WILL)	4	1	27	32
Internet (WINTER)	0	0	120	120
Juv. Audio book (WJAUDB)	0	0	16	16
Juv. Biography (WJBIO)	0	0	7	7
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	4	4
Juv. Digital Device (WJDDP)	1	0	13	14
Juvenile Easy (WJE)	13	8	364	385
Juv. Easy Non-fiction (WJENF)	0	0	19	19
Juv. Easy Reader (WJER)	4	7	183	194
Juv. Easy Reader NF (WJERN)	0	0	4	4
Juv. Fiction (WJFIC)	23	13	443	479
Juv. Graphic Novel (WJGN)	5	0	164	169
Juv. Launchpads (WPTAB)	1	0	23	24
Juv. Magazine (WJMAG)	0	0	0	0
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	9	0	169	178
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	0	0	253	253
Large Print Fiction (WLPF)	4	6	93	103
Large Print Inspirational (WLPI)	2	2	9	13
Large Print Mystery (WLPM)	1	3	3	7
Large Print New (WLPN)	5	1	57	63
Large Print Nonfic (WLPNF)	0	3	6	9
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	1	0	75	76
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	0	0	8	8
Non-Fiction 200 (WNF200)	2	0	13	15
Non-Fiction 300 (WNF300)	0	0	15	15
Non-Fiction 400 (WNF400)	0	0	2	2
Non-Fiction 500 (WNF500)	0	0	3	3
Non-Fiction 600 (WNF600)	3	4	59	66
Non-Fiction 700 (WNF700)	1	2	23	26
Non-Fiction 800 (WNF800)	0	1	6	7
Non-Fiction 900 (WNF900)	4	1	17	22
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	1	21	24
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	5	5	45	55
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	8	1	9
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	6	6
Vertical file (WVF)	0	2	1	3
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	1	0	4	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	8	14	176	198
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	3	3
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	8035	6878	4759	19672

CIRCULATION BY HOLDINGS CODE
May 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	30	0	1	31
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	44	18	9	71
Blu-Ray (BR)	90	265	218	573
Books on CD (BKCD)	27	53	47	127
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	72	63	75	210
Digital Audiobooks (DA)	12	23	10	45
DVD (DVD)	1261	1892	1060	4213
Equipment (EQP)	35	13	0	48
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	530	644	209	1383
Fiction Fantasy (FICF)	3	2	24	29
Fiction Inspirational (FICI)	161	13	150	324
Fiction Mystery (FICM)	126	32	26	184
Fiction New (FICNEW)	465	318	159	942
Fiction Science Fiction (FICSF)	5	0	7	12
Fiction Western (FICW)	6	0	1	7

Genealogy (GENE)	0	1	0	1
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	59	64	48	171
Hanging Bags (HANG)	36	85	64	185
Hotspots (WIFI)	9	117	22	148
ILL (ILL)	47	28	27	102
Internet (INTR)	427	97	120	644
Juv. Audio book (JAUDB)	24	1	16	41
Juv. Biography (JBIO)	34	4	7	45
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	39	8	4	51
Juv. Digital Device (JDDP)	25	6	13	44
Juvenile Easy (JE)	1009	532	388	1929
Juv. Easy Non-Fiction (JENF)	97	**23**	19	139
Juv. Easy Reader (JER)	357	321	184	862
Juv. Easy Reader NF (JERN)	22	26	4	52
Juv. Fiction (JFIC)	644	383	452	1479
Juv. Graphic Novel (JGN)	305	163	171	639
Juv. Holiday (JHOL)	20	0	0	20
Juv. Launchpads (PTAB)	16	5	23	44
Juv. Magazine (JMAG)	38	9	0	47
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	420	170	188	778
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	0	1	2
Juv. Toddler (JTOD)	190	131	255	576
Large Print Fiction (LPF)	162	189	105	456
Large Print Inspirational (LPI)	2	2	9	13
Large Print Mystery (LPM)	1	3	3	7
Large Print New (LPN)	140	253	67	460
Large Print Nonfic (LPNF)	5	15	9	29
Large Print Western (LPW)	2	0	1	3
Magazine (MAG)	264	87	75	426
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	6	14	0	20
Non-Fiction 100 (NF100)	18	21	8	47
Non-Fiction 200 (NF200)	14	16	13	43
Non-Fiction 300 (NF300)	18	47	16	81
Non-Fiction 400 (NF400)	3	15	2	20
Non-Fiction 500 (NF500)	21	31	4	56
Non-Fiction 600 (NF600)	134	144	64	342
Non-Fiction 700 (NF700)	69	49	25	143
Non-Fiction 800 (NF800)	22	6	6	34
Non-Fiction 900 (NF900)	44	39	17	100
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	37	51	22	110
Nonfiction (NFIC)	8	2	0	10
Nonfiction New (NFNEW)	146	154	78	378
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	4	1	0	5
Professional Coll. (PROF)	0	2	0	2

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	2	0	0	2
Reference (REF)	2	57	32	91
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	13	8	1	22
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	37	1	4	42
SRCS (From other libraries III-SRC	10	91	1	102
SRCS (SRCSW) Wheatfield	3	3	32	38
STEAM Kits (STEAM)	9	16	6	31
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	1	0	4	5
YA Biography (YAB)	1	0	0	1
YA Books on CD (YABKCD)	1	0	4	5
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	137	91	178	406
YA Music CD (YACD)	1	6	0	7
YA Nonfiction (YANF)	12	8	3	23
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	3	1	0	4
				0
Free reads	113	107	32	252
Games/Puzzles	35	4	6	45
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8186	7044	4829	20059

	DeMotte	**Rensselaer**	**Wheatfield**	
ADULT BOOKS				
Fiction	1719	1564	793	4076
Nonfiction	618	668	311	1597
CHILDREN'S BOOKS				
Fiction	2557	1556	1455	5568
Nonfiction	572	197	215	984
YA BOOKS				
Fiction	196	155	226	577
Nonfiction	13	8	3	24
Preloaded Dig Dev, Child	16	5	23	44
Magazines, Adult	264	87	75	426
Magazines, Children	38	9	0	47
Sound Recordings, adult	113	139	140	392
Sound Recordings, ch	100	100	84	284
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	50	95	37	182
STEAM Kits	9	16	6	31

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1390	2208	1300	4898
Equipment	44	130	22	196
Total	7699	6937	4690	19326
A-V Circulation	1603	2447	1524	5574
A-V Circulation as % of total	20.8%	35.3%	32.5%	28.8%

CIRCULATION STATISTICS

May 2023

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	**Total Circ.**
ADULT BOOKS										
Fiction	74	56	**1,719**	82	20	**1,564**	99	17	**793**	**4,076**
Nonfiction	55	2	**618**	79	6	**668**	39	54	**311**	**1,597**
CHILDREN'S BKS										
Fiction	61	2	**2,557**	50	4	**1,556**	53	18	**1,455**	**5,568**
Nonfiction	39	0	**572**	79	0	**197**	7	86	**215**	**984**
YA BOOKS										
Fiction	19	0	**196**	17	17	**155**	20	3	**226**	**577**
Nonfiction	1	0	**13**	1	44	**8**	0	1	**3**	**24**
Preloaded Dig Dev	0	0	**16**	0	0	**5**	0	0	**23**	**44**
Magazines,Adult	0	0	**264**	0	0	**87**	0	0	**75**	**426**
Magazines, Child	0	0	**38**	0	0	**9**	0	0	**0**	**47**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	13	0	**113**	6	0	**139**	11	177	**140**	**392**
Sound Rec/Child	3	0	**100**	11	0	**100**	1	0	**84**	**284**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**50**	0	0	**95**	0	0	**37**	**182**
STEAM Kits	0	2	**9**	0	0	**16**	0	0	**6**	**31**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	40	2	**1,390**	59	308	**2,208**	42	3	**1,300**	**4,898**
Equipment	0	0	**44**	0	0	**130**	0	0	**22**	**196**
TOTAL	305	64	**7,699**	384	399	**6,937**	272	359	**4,690**	**19,326**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	87,381	80,301	60,071
Circulation Increase/Decrease	**17.8%**	**27.5%**	**4.9%**

MONTHLY SYSTEM STATISTICS	2022	2023	% change
Current month's Circulation	16,449	19,326	17.5%
Jan. to date circulation	84,225	95,778	13.7%

R 3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
25,051	25,069	17,262	17,324	15,240	15,322	**Fiction**
19,836	19,889	19,407	19,480	6,805	6,790	**Nonfiction**
						CHILDREN'S BKS
16,735	16,794	15,583	15,629	14,037	14,072	**Fiction**
9,603	9,642	6,642	6,721	6,846	6,767	**Nonfiction**
						YA BOOKS
2,614	2,633	3,472	3,472	3,631	3,648	**Fiction**
682	683	353	310	71	70	**Nonfiction**
17	17	23	23	32	32	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,733	3,746	1,120	1,126	5,039	4,873	**Sound Rec/Adult**
684	687	4,226	4,237	847	848	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-69	-69	-26	-26	**Software**
0	0	0	0	0	0	**SRCS**
0	-2	9	9	6	6	**STEAM Kits**
104	104	-1	-1	43	43	**Vertical Files**
7,917	7,955	11,556	11,307	7,516	7,555	**VHS/DVD/Blu-ray**
118	118	87	87	58	58	**Equipment**
87,140	87,381	80,316	80,301	60,158	60,071	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5
May 2023

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	231	50	167	36	266	58	664	144
LOCAL HISTORY								
In person	1	0	6	2	0	0	7	2
Letters written	5	5	7	7	0	0	12	12
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	427	18	97	4	120	5	644	27
Internet use-Wireless	1240		1519		682		3441	
VCR Use	0	0	0	0	0	0	0	0
Microforms	0	0	5	1	0	0	5	1
Public FAX24	42		21		37		100	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	24	8	0	0	24	8
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	0		9		1		10	
Outreach activities	43	43	8	5	0	0	51	34
Curbside Service	1	0	0	0	0	0	1	0
Meeting Room Use (no. of group	43	14	48	16	29	10	120	40
Study room use	32	3	37	3	19	2	88	7
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	441	4	392	4	144	1	977	10
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							4553	
IN-HOUSE USE ITEMS	318		150		55		523	
SELF-CHECKOUT USE	16		352		42		410	
INTERLIBRARY LOANS								
Requests made for:	0	0	60	15	33	8	93	23
Items rec'd for:	2	1	57	29	32	16	91	46
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	5888	10186	3752	19826
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	222	444	100	766
Number of New Patrons Added	30	35	22	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	2	12	7	42	1	6	10	60

Number attending	138		60		30		228	
Children's Programs (0-5)	5	30	9	54	1	6	15	90
Number attending	115		85		11		211	
Children's Programs (6-11)	2	12	6	36	8	48	16	96
Number attending	14		57		1182		1253	
YA Programs (12-17)	3	18	1	6	2	12	6	36
Number attending	28		2		221		251	
Adult Programs	12	72	13	78	5	30	30	180
Number attending	66		116		48		230	
Total Number of Programs	**24**	144	**36**	216	**17**	102	**77**	462
Total Persons Attending	**361**		**320**		**1492**		**1945**	
Total Attending Same Month Last Yr.	703		1035		1516		3254	
Total Staff Hours Spent		283		345		202	830	815
Total Number of In-House Program	**15**		**31**		**10**		**56**	
Total Attendance	**256**		**245**		**124**		**625**	
Total Number of Outreach Progran	**9**		**5**		**7**		**21**	
Total Attendance	**105**		**75**		**1368**		**1548**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5611	72.3%	4495	65.2%	3295	70.5%	13401	69.3%
Corporate	1	0.0%	0	0.0%	0	0.0%	1	0.0%
Juvenile 0-11	122	1.6%	245	3.6%	69	1.5%	436	2.3%
Juvenile-AV	588	7.6%	544	7.9%	723	15.5%	1855	9.6%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	236	3.0%	193	2.8%	122	2.6%	551	2.9%
Reciprocal Juvenile	15	0.2%	0	0.0%	11	0.2%	26	0.1%
Reciprocal Juvenile AV	2	0.0%	0	0.0%	1	0.0%	3	0.0%
Reciprocal YA	7	0.1%	0	0.0%	10	0.2%	17	0.1%
Reciprocal YA AV	0	0.0%	25	0.4%	0	0.0%	25	0.1%
School	0	0.0%	68	1.0%	0	0.0%	68	0.4%
School AV	0	0.0%	33	0.5%	0	0.0%	33	0.2%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	1	0.0%	117	1.7%	0	0.0%	118	0.6%
Staff	865	11.2%	954	13.8%	358	7.7%	2177	11.3%
Walking books	90	1.2%	70	1.0%	1	0.0%	161	0.8%
YA 12-17	20	0.3%	39	0.6%	17	0.4%	76	2.0%
YA-AV	198	2.6%	109	1.6%	70	1.5%	377	2.0%
Total	7756		6892		4677		19325	
All items borrowed by nonresidents	260	3.4%	319	4.6%	144	3.1%	723	3.7%

R7

Salary Ordinance 2023
Updated 6/12/23

We have promoted Jenna Skinner as a Library Assistant 2, replacing Kayla DeJong who no longer works for the Library.
Name: Jenna Skinner
Classification: Library Assistant II
Hourly Wage: $13.14
Start Date: 7/3/23
Hours Worked: 40
Library: Rensselaer

We have examined and approved the changes to the 2023 Jasper County Public Library Salary Ordinance. Dated 6/12/23.

Janett Kingman

Julie Davidson

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JCPL Long Range Plan Report
May 2023

Goal 1 – JCPL is a welcoming community hub.

Measurable Outcomes:

Increased usage of the library and its services – increased downloads of e-books and e-audiobooks; increased circulation of print materials over previous year (12.8% to date)

Improved satisfaction with library website

Evidence of improvements to our facilities inside and out – landscaping, color schemes, furniture, floor coverings, parking – replacing mulch with large river rock at DeMotte Library; continue to replace burned out bulbs with LED bulbs, replaced all dispensers (soap, paper towels, and toilet paper with new Cintas dispensers and added air fresheners to public restrooms; moved Wheatfield movie collection to the old magazine area and moved two multi-use computers closer to the circulation desk; continue to reduce overgrown landscaping; Rensselaer upcycled a former study table with shelves to become a large long table for researchers to spread out their work, in addition we added a long power supply strip for keeping their devices charged; moved the computers out of teen room, to the round computer kiosk; this allows for additional shelving to be added for the growing Teen collection.

Evidence of continued safety training for staff and evaluation of current safety measures – some managers viewed Lessons Learned from Violent Incidents: When Horrible Things Happen at Libraries webinar; evaluated Emergency section of staff Procedure Manual and updated necessary procedures

Goal 2 – JCPL will collaborate with community partners to contribute to an interesting, thriving, prosperous community

Measurable Outcomes:

Evidence of new and continued collaboration – participated in informational meeting with new Kiwanis group; participated in Rensselaer Chamber Daffodil Days; offered programs at Rensselaer's Autumn Trace for seniors

Evidence of continued communication with community school students and faculty – DeMotte Elementary school students visited library for summer reading presentation; Wheatfield Elementary students visited the library on a field trip; school visits to promote summer reading; spoke with school librarians about promoting summer reading and handing out flyers

Evidence of continued communication with community organizations, businesses, and government units – floral bouquet program with Collier Row

Floral, scams and fraud prevention program with DeMotte Police Detective, charcuterie program with Purdue Extension, parenting program with North Central Indiana Rural Crisis Center.

Increased volunteerism in the community

Reviewed and revised policies and practices that are more community-focused

Evidence of continued collaboration with other area libraries – Wheatfield Library hosted Indiana State Library 'Every Child Ready to Read' training; participating in Indiana Library Passport program;

Evidence of increased donations and support for the library – numerous donations received from local businesses for Summer Reading programming

Evidence of improved communication amongst community leaders –

Increased attendance at library events – program attendance continues to increase compared to previous year

Evidence of increased awareness of community events – community bulletin boards are always full of event flyers

Leadership training courses available in the community due to library partnership

Goal 3 – JCPL will evaluate services and collections, and how they are marketed to the public

Measurable Outcomes:

Maintained or increased number of patron requests acted upon – continue to purchase patron requests

Completed Summer Reading Program evaluation

Logo utilized on marketing and published materials – purchased several marketing items imprinted with library logo to give away as prizes

Marketing materials made available to welcome centers for new residents –

Evidence of increased community awareness of what the library is doing and why – posts programs on Jasper Newton Foundation calendar, local Chambers of Commerce regularly share Facebook program posts, posted daily on social media during National Library Week; program offerings included on Jasper Newton Foundation calendar; radio spots to promote services and events

Evidence of new and expanded services

Evidence of community conversations/turning outward –

Goal 4 – JCPL engages its staff and community in lifelong learning.

Measurable Outcomes:

Evidence of staff training on tech competencies, and community engagement – training session on Beanstack to prepare for summer reading, Every Child Ready to Read and School Readiness training by Indiana State Library.

Increased number of learning opportunities in technology, health, finance, security, life skills, literacy, civic-mindedness, and the arts – added Bingo and gardening programs; offered Long Term Care Insurance Seminar; popular crafts programs, trivia, and Indy Tea Lady at Renssealer Library; created Poetry Play Challenge for Beanstack

Increased number of opportunities for staff to visit other libraries for educational opportunities – ILF Regional Conference at St. Joe County Public Library in South Bend

Increased awareness, promotion, & use of digital resources – radio spot to promote newly digitized newspapers on microfilm

Evidence of continued digitization, making accessible interesting and/or historically significant items – began digitizing library board meeting minutes for preservation

Evidence of library events where citizens can discuss and learn in a positive environment – book discussions for children and adults, STEM programs for preschool and grade school children, Anime Club, writing program for children and teens, hosted Auto Indiana display from Indiana Historical Society, Foundation Directory Online by Candid training session, Dino Quest program

Director's Report
May 2023

Consent Agenda

You will be approving the minutes of the May board meeting, bills, and financial reports.

2023 Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the 2023 Salary Ordinance Update as presented.**

General Business:

DeMotte Touch of Dutch Festival: The festival will be held on Saturday, August 12, 2023, in DeMotte at Spencer Park. A 5K Run begins at 8am near the library and follows the same route as usual that ends behind the library. Branch Manager, Shannon, recommends being closed on festival day due to congestion around the library and struggles of getting to the library. The Friends of the Library plan to hold a book sale in the library meeting room. One staff member will remain at the library all day, even if the library is closed to the public. Board approval is needed to close the DeMotte Library or modify hours on August 12, 2023.

Long Range Plan Update: Please see R 12 for our most recent update on March, April, May accomplishments.

2024 Budget Committee: Our Budget Workshop with our DLGF Field Rep is scheduled for August 3 at 11:15am. The meeting will be virtual. I need to establish a meeting date/time with members of the Board Budget Committee to review budget recommendations before I meet with the Field Rep. Committee members include Janet Umlauf, Chair, Mark Heinig, and Julie Davidson. We will advertise the committee meeting as required once we pick a date/time.

Director's Report:

Four policies are up for review in June: Audiovisual Equipment Loan Policy, Hotspot Policy, Internet Use and Safety Policy, and Social Media Policy. No revisions are recommended.

Our work with Abonmarche is underway. They were onsite at each of our library locations on Friday, June 2 doing facility assessments. They will hold on-site discussions with staff on Thursday, June 8 (Rensselaer and DeMotte) and Thursday, June 15 (Wheatfield) to discuss needs and wishes.

Concerns with LGBTQ+ displays and materials have occurred this spring primarily at DeMotte Public Library. One DeMotte patron spoke with Autumn, requesting that LGBTQ+ materials be placed in a special section and labeled. Autumn asked me for guidance. This is the first label request that I have ever received. I read many professional articles and teachings about library labels and shared this information with our librarians for their review and scheduled a time for us to meet and discuss. At our two meetings we thoughtfully considered the patron request and reviewed library principles and JCPL policies. We discussed viewpoint-neutral directional aids and prejudicial labels, labels that were explained in the readings. JCPL does use some viewpoint-neutral directional aids (ex – inspirational, mystery, large print) – labels that do not suggest moral or doctrinal endorsement. JCPL does not use prejudicial labels – labels that try to persuade or establish an institutional preference for something or to suggest moral or doctrinal endorsement (ex – Christian fiction with a cross). We discussed LGBTQ+, and we feel that this subject is not currently viewpoint neutral. It is a 'for or against issue'. An LGBTQ+ label would be a prejudicial label, a label that we would not use. Autumn contacted our patron to explain that we would not be adding an LGBTQ+ label to the materials and explained why. Our patron was disappointed and contacted me and requested a meeting. I met with her and her friend. We discussed the decision and the thinking behind it. They asked many questions about collection development and our Materials Selection Policy which we reviewed together. We discussed our online catalog, subject headings, and book lists. I will be meeting with our librarians to summarize the discussion and further discuss. We appreciate that our community is sharing their concerns with us and asking questions. These conversations are hard and feel uncomfortable, but they are important.

On Friday, June 2 we received a LIT Supplemental Distribution in the amount of $91,821. It has been receipted into the operating fund as required.

Summer Reading is underway! Children and adults are encouraged to track their reading and participate in reading challenges via Beanstack. We have been sharing photographs of summer reading fun on social media. I was able to catch most of the opening program, magician C. R. Ryan. He was a real crowd pleaser with clever magic tricks, humor, and two of his sons as capable assistants.

The Jasper County Fair will be held July 15-21. Carmen Fortney, Extension Educator, asked if the library could provide a program for children, pre-school through 2nd grade from 4pm-5pm one day in the Community Building. In response to that request, Autumn and Janice will present a program with a book and a craft on Tuesday, July 18. We also discussed having a 'green screen' at the fair for a photo op. We are very enthusiastic about this idea so plans are in the works!

Rayann and I attended the virtual 2023 Public Library Budget Workshop facilitated by the Indiana State Library. Both the State Board of Accounts and the Department of Local Government Finance shared information. Thankfully much of this was a review for us.

I have completed the Jasper County Public Library Pre-Budget 2024 Worksheet as required and submitted via Gateway.

Last year you approved the addition of a sensory garden at Wheatfield Library. Evie has been working hard on her idea and in collaboration with Maintenance staff, Jason, and discussion with me has decided to plant her garden closer to the building than originally planned. There is a spot south of the main entrance between the sidewalk and the parking lot that is overgrown and in need of a major overhaul We will tear out trees and existing plants that have outgrown their space and make way for new plantings related to the sensory garden. This will serve two purposes as we clean up an eye sore and add a new amenity easily accessed from an existing sidewalk. Existing sprinklers in this area will keep the new plantings nicely watered. We plan to incorporate a bench to encourage lingering in this area that is meant to stimulate the senses.

Digitization of library board minutes is underway. Mel is coordinating our efforts in this area. Board meeting minutes are considered a critical record by Indiana Archives so libraries around the state are digitizing and sending files to Indiana Archives for preservation. We are starting with our oldest minute books which are the most vulnerable. It has been very interesting to look at these minute books. We are pleased to be underway.

We are working hard on our landscaping at DeMotte Library with the removal of weeds, trimming of bushes, and removal of plants that are past the point of looking good. We are also installing river rock to spruce things up and keep future weeds at bay. We tried to hire this work out two years ago but the vendor could not quote the work due to their shortage of employees. We are handling most of this work in-house with a bit of help from a vendor. We are so pleased to be able to tackle this work this summer.

Rayann and I worked on Staff Handbook updates this spring and updated content was distributed at the end of May. This was a time consuming but necessary project.

We are beginning to explore new VOIP options for our phone service. We went with NIMBO IP in 2017 and they were pretty good for the first two years but key personnel left the company and customer service and functionality began to get flaky. The past two years have been particularly challenging. We are ready to move on and are exploring our options. We hope to make a recommendation to the board in late summer or early fall.

We have purchased a new copier/printer for the Rensselaer staff workroom. I delegated selection to HQ Librarian, Linda, in collaboration with Systems Administrator, Sheila, as this equipment is networked and serves four departments. Linda did a great job with selection. The new unit was installed on May 25 and staff are very pleased! The old, inoperable, unit was hauled away by our vendor for disposal. The hard drive was removed before the unit was moved offsite, and it will be destroyed.

System Administrator News

Sheila reports, "One of the UPSs in the Rensselaer server room has had a few issues recently. The batteries were replaced 1/18/2022. Chris ran diagnostics and found that the batteries are the issue. They are an off brand who will replace them, but they want us to return the old ones before they send new ones. This means we have to put all of the equipment on surge suppressors until we get the new batteries. I also have to take everything down in order to do this. Multifactor Authentication (MFA) - Microsoft tried forcing us into using MFA before we were ready. Fortunately, Chris was able to find a way to disable it before it took effect. Since we are putting Firefox on all new imaged PCs, Alane is working to set default configuration like we did with Chrome when we began using it. We also need to see how to do auto updates. I worked with Shannon and Autumn on planning for the new website. Shannon and Autumn chose Wix as our website host and platform. I created a WIX account and set up basic info. Then I sent Shannon and Autumn invitations to the Wix site to start "playing" with it. We can use the free version to set up our website. Only when we are ready to go "live" with the new site do we need to purchase the Wix discount through TechSoup."

Technical Services News

Becky reports, "I attended the Indiana TLC User Group meeting via Zoom. We heard about the new version of TLC a bit. Jenna Skinner tendered her resignation because she was accepted for Kayla's position in Public Services. Mary began inventory in Wheatfield. Ten people are interested in attending TLCU 2023. They are Becky Amalong, Mary Molenaar, Kim Hunter, Linda Poortenga, Beth Hopkins, Patty Stringfellow, Shannon Heldak, Neile Trainor, Marlene Beedle, and Evie Parish. I sent an email regarding registration. When I last spoke to Rayann, she said 8 people had sent her confirmation emails. Sheila has created an email group for TLCU 2023."

DeMotte Library News

Shannon reports, "Autumn and Karla attended Every Child Ready to Read and School Readiness training at Wheatfield. They both found it very beneficial. Autumn learned new ways to explain stations for Pre-Stem, like hand eye coordination and grip/hand muscle development. Autumn spoke with a patron regarding labeling LGBTQ+ books and explained why we won't be doing that based on discussion the librarians had. Another patron brought in a book at the end of the month that they were unhappy with because the pronoun "they" was used. They asked for a label to be put on the book. Autumn will call and explain why we won't be labeling and to encourage the preview of books before reading them. We hosted our first annual Dino Quest. It was a massive hit! Patrons were able to visit roughly 8 stations, including the Story Walk®. We utilized the plaza, green space, Story Time room, and upstairs meeting room. Patrons asked if we'd be doing this again next year, which we had already thought about."

Rensselaer Library News

Linda reports, "Tony from Precision came and made some needed repairs. Our building is noticeably cold to patrons and staff because of HVAC/boiler issues. Sheila relocated Multi-Use 3 and Multi-Use 4 PCs to the round Kiosk where the adult OPACs are located. This will allow the Teen room to add much needed additional shelving, Janice is in the process of shifting her teen collection. Plumbing issues with the men's handcap toilet handle leaking this month; working on the fix. Our new staff copier was delivered to great fanfare, after a couple of visits it is all operational including the OCR feature. It has had a minimal learning curve and has some nice new features. Staff are pleased. Kayla tendered her resignation; her last day was May 31. Jenna Skinner has been promoted and will start in this new position on July 3. Nancy attended a webinar on Library services to homeschoolers. We held another successful program with the Indy Tea Lady this month. William Clark, an author, held a signing and donated his newest books to the library. Offered our first BINGO program-it was an instant hit, as expected. Lisa Black shared her Scotland adventures with an armchair travel program- and even brought in delicious homemade shortbread cookies to share!"

Wheatfield Library News

Evie reports, **"**I am excited that we have come up with a new, more affordable and manageable plan for our sensory garden. There is an area near the flagpole, between the sidewalk and parking lot, that is an eyesore with overgrown shrubs and trees. Jason has removed much of the old landscaping, and we believe the space will work nicely. There are already sprinkler heads in the area, and it should be easy to add concrete pavers without having to dig up grass, etc. I am confident that the funds we have already allocated to the sensory garden will cover most, if not all, of the expenses!"

Please contact me if you are unable to attend the June board meeting or if you have any questions about materials in your packet. -Patty

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JCPL FINANCIAL STATEMENT

May 31, 2023

	Beginning 2023 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,452,984.16	**$208,831.95**	$1,006,558.91	**$630,021.91**	$896,576.38	**$1,343,001.63**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$28,544.83	$2,764.73	$6,997.53	$1,925.00	$12,656.55	**$34,203.85**
DeMotte	$10,206.61	**$1,400.95**	$3,168.27	**$0.00**	$3,103.17	**$10,141.51**
Rensselaer	$15,220.35	**$1,249.84**	$2,821.33	**$675.00**	$6,843.58	**$19,242.60**
Wheatfield	$3,117.87	**$113.94**	$1,007.93	**$1,250.00**	$2,709.80	**$4,819.74**
Library Improvement Reserve Fund	$232,697.44	**$0.00**	$0.00	**$21.05**	$96.93	**$232,794.37**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$1,883,891.24	**$0.00**	$0.00	**$7,971.21**	$35,916.45	**$1,919,807.69**
Includes Investments of $1,862,420.30						
Broadband Connectivity Grant Fund	$0.00	**$1,807.50**	$7,230.00	**$0.00**	$18,520.35	**$11,290.35**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$237.15	**$0.00**	$211.99	**$3.84**	$102.55	**$127.71**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
COVID: CARES ACT mini-grant	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
ARP Grant Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$8,791.16**	$43,490.09	**$8,791.16**	$43,490.09	**$0.00**
FICA Tax Collected	$0.00	**$8,555.65**	$42,683.19	**$8,555.65**	$42,683.19	**$0.00**
State Tax Collected	$0.00	**$3,759.82**	$18,765.96	**$3,759.82**	$18,765.96	**$0.00**
County Tax Collected	$0.00	**$2,980.20**	$14,868.84	**$2,980.20**	$14,868.84	**$0.00**
INPRS	$0.00	**$3,161.99**	$15,905.18	**$3,161.99**	$15,905.18	**$0.00**
Deferred Comp Plan	$0.00	**$1,940.00**	$9,550.00	**$1,940.00**	$9,550.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$3,570.56**	$17,489.34	**$3,570.60**	$17,489.54	**$0.20**
Life Insurance	$0.00	**$302.30**	$1,521.50	**$302.32**	$1,520.76	**($0.74)**
Garnishments	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,601,767.72**	**$246,465.86**	**$1,185,272.53**	**$673,004.75**	**$1,128,142.77**	**$3,544,637.96**

F2

Bank Balances

Jasper County Public Library

Report as of: **5/31/23**

	Bank	
1	Alliance Bank	$1,681,947.66
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$1,862,420.30
	Total all banks =	**$3,544,637.96**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$1,804,521.98		Rainy Day	7/29/22	$6,818.65	Jan-23
								$6,399.54	Feb-23
								$7,277.13	Mar-23
								$7,431.22	Apr-23
								$7,966.02	May-23

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED:	**$35,892.56**

F3.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **5/1/23** *To* **5/31/23**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$86,944.00	$0.00	$86,944.00	$7,314.66	$36,399.10	$50,544.90	58.1
1.12 SALARY OF ASSISTANTS	$1,220,279.00	$0.00	$1,220,279.00	$99,510.31	$500,050.06	$720,228.94	59.0
1.13 WAGES OF JANITORS	$99,251.00	$0.00	$99,251.00	$7,460.98	$33,739.05	$65,511.95	66.0
1.21 EMPLOYER'S SHARE-FICA	$107,595.00	$0.00	$107,595.00	$8,555.65	$42,683.19	$64,911.81	60.3
1.22 UNEMPLOYMENT COMPENSATION	$2,531.00	$0.00	$2,531.00	$0.00	$1,723.74	$807.26	31.9
1.23 EMPLOYER'S CONTRIB.- PERF	$125,868.00	$0.00	$125,868.00	$10,406.62	$52,337.74	$73,530.26	58.4
1.24 EMPLOYER'S CONTRIB.- INS.	$175,454.00	$0.00	$175,454.00	$11,935.82	$62,658.12	$112,795.88	64.3
Subtotal	*$1,817,922.00*		$1,817,922.00	$145,184.04	$729,591.00	$1,088,331.00	59.9
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$110.90	$389.10	77.8
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$51.29	$51.29	$448.71	89.7
2.13 OTHER OFFICE SUPPLIES	$6,500.00	$0.00	$6,500.00	$355.90	$1,764.01	$4,735.99	72.9
2.21 CLEANING & SANITATION SUPPLIES	$7,500.00	$0.00	$7,500.00	$869.92	$2,043.76	$5,456.24	72.7
2.23 OTHER OPERATING SUPPLIES	$6,500.00	$0.00	$6,500.00	$840.91	$2,057.69	$4,442.31	68.3
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$52.44	$52.44	$1,447.56	96.5
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$6.99	$70.55	$329.45	82.4
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$50.95	$50.95	$699.05	93.2
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$811.80	$5,152.84	$11,347.16	68.8
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$40,750.00*		$40,750.00	$3,040.20	$11,354.43	$29,395.57	72.1
3. Other Services and Charge							

F3a

I-3b

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13	LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$495.00	$1,175.00	$5,825.00	83.2
3.14	OTHER PROFESSIONAL SERVICES	$6,200.00	$0.00	$6,200.00	$1,348.17	$3,022.71	$3,177.29	51.2
3.145	DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$3,015.24	$4,583.02	$25,516.98	84.8
3.146	E-BOOKS SERVICES	$40,000.00	$0.00	$40,000.00	$9,000.00	$22,750.00	$17,250.00	43.1
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,082.53	$5,422.57	$8,577.43	61.3
3.22	POSTAGE	$2,000.00	$0.00	$2,000.00	$47.87	$417.47	$1,582.53	79.1
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$1,177.35	$5,001.98	$14,998.02	75.0
3.24	PROFESSIONAL MEETINGS	$7,500.00	$0.00	$7,500.00	$28.31	$691.70	$6,808.30	90.8
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$96.42	$387.32	$1,412.68	78.5
3.26	NETWORKING	$92,220.00	$0.00	$92,220.00	$1,009.97	$6,868.78	$85,351.22	92.6
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$309.48	$490.52	61.3
3.33	MARKETING ADVERTISING	$4,500.00	$0.00	$4,500.00	$4,360.00	$4,360.00	$140.00	3.1
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$200.00	$300.00	60.0
3.42	OTHER INSURANCE	$31,000.00	$0.00	$31,000.00	$0.00	$15,004.50	$15,995.50	51.6
3.51	GAS	$25,000.00	$0.00	$25,000.00	$1,553.17	$12,036.77	$12,963.23	51.9
3.52	ELECTRICITY	$129,000.00	$0.00	$129,000.00	$8,112.21	$37,239.06	$91,760.94	71.1
3.53	WATER	$3,500.00	$0.00	$3,500.00	$225.31	$1,267.64	$2,232.36	63.8
3.54	WASTE DISPOSAL SERVICES	$9,000.00	$0.00	$9,000.00	$651.93	$3,226.53	$5,773.47	64.1
3.61	BUILDING & STRUCTURES	$122,930.00	$0.00	$122,930.00	$2,917.21	$11,921.48	$111,008.52	90.3
3.62	EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72	EQUIPMENT RENTALS	$400.00	$0.00	$400.00	$14.39	$240.95	$159.05	39.8
3.91	DUES	$2,600.00	$0.00	$2,600.00	$30.00	$369.00	$2,231.00	85.8
3.93	TAXES & ASSESSMENTS	$500.00	$0.00	$500.00	$0.00	$41.34	$458.66	91.7
3.94	TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$124,053.00	$0.00	$124,053.00	$9,088.22	$28,822.89	$95,230.11	76.8
Subtotal	*$725,523.00*		$725,523.00	$44,253.30	$165,360.19	$560,162.81	77.2
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$88,000.00	$0.00	$88,000.00	$144.58	$39,417.05	$48,582.95	55.2
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$9,973.27	$36,365.75	$113,634.25	75.8
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$99.00	$4,823.39	$11,676.61	70.8
4.53 NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$6,137.56	$19,647.10	$40,352.90	67.3
Subtotal	*$314,500.00*		$314,500.00	$16,354.41	$100,253.29	$214,246.71	68.1
Grand Total	$2,898,695.00	$0.00	$2,898,695.00	$208,831.95	$1,006,558.91	$1,892,136.09	65.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3c

F3d

Appropriation Report for 276 BROADBAND CONNECTIVITY

Jasper County Public Library

Report Date: From **5/1/23** *To* **5/31/23**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,807.50	$7,230.00	($7,230.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,807.50	$7,230.00	($7,230.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,807.50	$7,230.00	($7,230.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Printed on *Friday, June 9, 2023*

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Voucher List

Jasper County Public Library

Report Date: From 5/1/23 To 5/31/23

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39297	270	4IMPRINT, INC	5/8/23	Promotional items: stadium seats, cotton yacht totes, wireless charging pads, power clips, post-it notes	$4,065.00
39298	271	AARON'S LAWN CARE	5/8/23	Spring clean-up, mowing, & edging	$1,215.00
39299	272	ACE HARDWARE	5/8/23	Maintenance supplies	$150.58
39300	273	AMAZON CAPITAL SERVICES	5/8/23	AV, book, water filter cartridges, replacement battery for vacuum, USB hubs, display port to VGA adapter, counting chips, water chemicals, vacuum bags, pen refills, mini displayport to displayport cables	$576.97
39301	274	ANTHEM BLUE CROSS BLUE S	5/8/23	Health insurance premiums- May 2023	$14,262.56
39302	275	ANTHEM LIFE	5/8/23	Life insurance premiums- May 2023	$113.61
39303	276	BAKER & TAYLOR	5/8/23	Books, Continuations, AV, Auto. Yours	$8,474.19
39304	277	BAKER & TAYLOR ENTERTAIN	5/8/23	AV	$1,638.48
39305	278	CAPITAL ONE	5/8/23	Walmart: Library supplies	$311.12
39306	279	CARDINAL COPIER SOLUTION	5/8/23	Quarterly maintenance agreement on DeMotte staff copier; contract overage 1/1/23-4/1/23	$1,281.58
39307	280	COLONIAL CLEANERS	5/8/23	Wh: Laundry	$20.17
39308	281	DELTA DENTAL	5/8/23	Dental insurance premiums- May 2023	$553.18
39309	282	DEMCO INC	5/8/23	Binder tape, classification labels, construction paper, barcode labels	$219.86
39310	283	GRAINGER	5/8/23	Batteries, bottle filler filter cartridge	$74.37
39311	284	GREY HOUSE PUBLISHING	5/8/23	Continuations	$432.50
39312	285	ICC BUSINESS PRODUCTS	5/8/23	Library, office, janitorial, & maintenance supplies	$146.45
39313	286	INDIANA ARCHIVES & RECOR	5/8/23	Microfilm	$380.00
39314	287	INDIANA GENEALOGICAL SOCI	5/8/23	Membership, 1 year	$30.00
39315	288	INDIANA GROCERY GROUP, L	5/8/23	Book discussion treats	$25.02
39316	289	JASPER COUNTY FAIR ASSOC	5/8/23	Jasper County Fair booth rental	$295.00
39317	290	KROGER GARDIS & REGAS, LL	5/8/23	Legal Assistance: Policy Matters	$495.00
39318	291	LAUREN DRAKE	5/8/23	Mileage 4/14/23; parking at ILF Conference	$108.91
39319	292	LINDA POORTENGA	5/8/23	Mileage 3/8-4/22/23	$89.87
39320	293	LINDA THOMPSON	5/8/23	Mileage 4/18-4/25/23	$39.30
39321	294	MIDWEST COLLABORATIVE F	5/8/23	HeritageQuest & Ancestry Library database renewals	$3,015.24
39322	295	MIDWEST TAPE LLC	5/8/23	Hoopla: advance digital payment; AV	$3,915.78
0	296	PAYROLL	5/10/23	PAYROLL	$55,476.67
39323	297	NIMBO IP LLC	5/8/23	Monthly Managed Service- April 2023	$815.00
39324	298	NIPSCO	5/8/23	DeM & Wh: Gas & electric service 3/30-5/1/23	$5,514.02
39325	299	NITCO	5/8/23	DeM: Local phone service May 2023	$138.27
39326	300	OLLIS BOOK CORPORATION	5/8/23	Books	$1,960.77
39327	301	OVERDRIVE, INC.	5/8/23	Deposit on Account for Future Content Purchases	$6,000.00
39328	302	PATTY STRINGFELLOW	5/8/23	Mileage 4/10-4/18/23	$86.46
39329	303	PLAYAWAY PRODUCTS, LLC	5/8/23	Wonderbooks, Playaways, Launchpads, power adapters	$2,853.04
39330	304	PRECISION CONTROL SYSTE	5/8/23	Rens: HVAC repairs	$1,286.00
39331	305	RENSSELAER REPUBLICAN	5/8/23	DeM: Newspaper subscription Acct# 0038530	$99.00
39332	306	ROEING CORPORATION	5/8/23	Tech Maintenance Support - 1st Installment 2023	$6,250.00
39333	307	STEVE'S SPECIALIZED SERVI	5/8/23	Laundry	$26.00
39334	308	TECHSMITH	5/8/23	Software maintenance for Snagit License 5/4/23 - 5/4/24	$10.80
39335	309	TRUGREEN PROCESSING CE	5/8/23	DeM, Rens, & Wh: Lawn fertilization	$294.71
39336	310	VISUAL EDGE IT, INC	5/8/23	Quarterly maintenance agreement on Rens. & Wh. Staff copiers	$1,349.98
39337	311	VSP INSURANCE CO. (CT)	5/8/23	Vision insurance premiums- May 2023	$202.81
0	312	CHRISTINA SANDERS	5/10/23	Courier Mileage: 4/16-4/30/23 (conf#1222)	$406.10

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	313	INPRS fbo PERF	5/10/23	INPRS Contributions 5/10/23 Payroll	$6,581.24
0	314	IRS USA TAXPAYMENT	5/10/23	Federal Withholding, Medicare, & FICA withheld 5/10/23 Payroll (Acknowledgement #64294361)	$12,533.22
0	315	NATIONWIDE	5/10/23	Annuity withheld 5/10/23 Payroll	$970.00
0	316	TOWN OF DEMOTTE	5/10/23	Dem: Sewer & Water: April 2023 (Conf#1223)	$143.11
0	317	TOWN OF WHEATFIELD	5/10/23	Wh: Sewer Service May 2023 (Conf#1221)	$77.35
39338	318	BRIGHTSPEED	5/8/23	Rens: Fax line service- May 2023	$63.39
39339	319	BUSINESS CARD	5/8/23	Maintenance & library supplies, Smr Rdg shopping lunch-2	$1,362.68
39340	320	CARRIAGE PAPER PRODUCTS	5/8/23	Receipt paper rolls	$166.70
39341	321	CINTAS CORP.	5/8/23	DeM & Wh: Janitorial supplies	$364.00
39342	322	CINTAS CORP	5/8/23	Rens: Janitorial supplies	$197.00
39343	323	CR ENTERTAINMENT	5/8/23	Summer Reading Presenter	$900.00
39344	324	CULLIGAN WATER CONDITIO	5/8/23	Wh: Water Cooler Rental- May 2023	$14.39
39345	325	DEMCO INC	5/8/23	Library supplies	$120.72
39346	326	ENA SERVICES LLC	5/8/23	Internet Service- April 2023	$1,807.50
39347	327	THE HAMSTRA GROUP	5/8/23	Wh: HVAC repairs	$121.50
39348	328	INDIANA WASTE SERVICE	5/8/23	DeM. & Wh: Trash pick-up May 2023	$174.50
39349	329	KIRBY RISK CORPORATION	5/8/23	Light bulbs	$429.00
39350	330	ODP BUSINESS SOLUTIONS, L	5/8/23	Janitorial, office, library, & maintenance supplies	$645.87
39351	331	QUILL LLC	5/8/23	Copy paper, wipes, printed business cards	$89.97
39352	332	RAYANN GILMORE	5/8/23	Petty cash: Postage, Police Report	$49.87
39353	333	SILLY SAFARIS	5/8/23	Summer Reading Presenter	$1,050.00
39354	334	UNIQUE	5/8/23	Collections: Initial/Secondary Placements- April 2023	$131.40
0	335	PAYROLL	5/25/23	PAYROLL	$58,809.28
0	336	AFLAC	5/25/23	Supplemental Insurance May 2023 (conf#1224)	$676.52
0	337	ALLIANCE BANK	5/25/23	Direct Deposit Fees -- April 2023	$36.80
0	338	BRIGHTSPEED	5/25/23	Wh: Fax line May 2023 (Conf#1226)	$65.87
0	339	CHRISTINA SANDERS	5/25/23	Courier Mileage: 5/1-5/16/23 (conf#1227)	$446.71
0	340	CITY OF RENSSELAER	5/25/23	Rens: Utilities: 4/5-5/5/23 (Conf# 152905918)	$4,633.64
0	341	INDIANA DEPARTMENT OF RE	5/25/23	State & County Taxes withheld May 2023 Payroll (conf#0-013-287-168)	$6,740.02
0	342	INPRS fbo PERF	5/25/23	INPRS Contributions 5/25/23 Payroll	$6,987.37
0	343	IRS USA TAXPAYMENT	5/25/23	Federal Withholding, Medicare, & FICA withheld 5/25/23 Payroll (Acknowledgement #44982190)	$13,369.24
0	344	NATIONWIDE	5/25/23	Annuity withheld 5/25/23 Payroll	$970.00
0	345	T-MOBILE	5/25/23	Hotspot Data Service 4/2-5/1/23 (Conf #1225)	$1,009.97
0	347	ALLIANCE BANK	5/31/23	Positive Pay Fee- May 2023	$15.00
0	348	SQUARE, INC	5/31/23	Merchant Processing Fees- May 2023	$12.66

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$246,465.86**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, June 9, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **$246,465.86**

Date this 12th day of June ,20 23 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
May 31, 2023

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$623.99	$3,780.00
DeMotte	$74.91	$880.30		
Rensselaer	$402.61	$1,979.72		
Wheatfield	$146.47	$919.98		
PHOTOCOPIES:			$1,145.38	$5,580.09
DeMotte	$342.10	$1,629.61		
Rensselaer	$621.53	$2,913.43		
Wheatfield	$181.75	$1,037.05		
INTEREST (Checking, Repurchase, CDs):			$112.12	$517.60
TAXES:			$628,035.62	$884,755.94
Property Tax	$474,337.64	$474,337.64		
LOIT	$89,517.90	$89,517.90		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
LIT Certified Shares	$64,180.08	$320,900.40		
TAXABLE SALES:-			$4.80	$22.56
REFUNDS:			$100.00	$1,920.19
Rebates/Refund	$0.00	$394.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$50.00	$1,400.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$50.00	$126.19		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$630,021.91**	**$896,576.38**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$1,925.00	$12,656.55
DeMotte	$0.00	$3,103.17		
Rensselaer	$675.00	$6,843.58		
Wheatfield	$1,250.00	$2,709.80		
LIB. IMPROV. RESERVE FUND:			$21.05	$96.93
Interest Earned	$21.05	$96.93		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$7,971.21	$35,916.45
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$7,971.21	$35,916.45		
Interfund Transfer	$0.00	$0.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,520.35
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$3.84	$102.55
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$639,943.01**	**$963,869.21**

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WITHHOLDING ACCOUNT FUNDS:			$33,061.74	$164,273.56
FIT Tax Collected	$8,791.16	$43,490.09		
FICA Collected	$8,555.65	$42,683.19		
State Tax Collected	$3,759.82	$18,765.96		
County Tax Collected	$2,980.20	$14,868.84		
INPRS	$3,161.99	$15,905.18		
Deferred Comp Plan	$1,940.00	$9,550.00		
Pre-tax Insurance Plan	$3,570.60	$17,489.54		
Life Insurance	$302.32	$1,520.76		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$673,004.75**	**$1,128,142.77**

F6a

Voucher List

Jasper County Public Library

Report Date: From **6/1/23** *To* **6/12/23**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	346	PAYROLL	6/9/23	PAYROLL	$63,159.82
0	349	CHRISTINA SANDERS	6/9/23	Courier Mileage: 5/16-5/31/23 (conf#1228)	$446.71
0	350	INPRS fbo PERF	6/9/23	INPRS Contributions 6/9/23 Payroll + K. DeJong and T. Wampler Severance Pay	$7,561.43
0	351	IRS USA TAXPAYMENT	6/9/23	Federal Withholding, Medicare, & FICA withheld 6/9/23 Payroll (Acknowledgement #30164519)	$14,566.45
0	352	NATIONWIDE	6/9/23	Annuity withheld 6/9/23 Payroll	$970.00
0	353	TOWN OF DEMOTTE	6/9/23	Hydrant charge (conf# 1229)	$60.00
0	354	TOWN OF DEMOTTE	6/9/23	Dem: Sewer & Water: May 2023 (Conf#1230)	$147.83
0	355	TOWN OF WHEATFIELD	6/9/23	Wh: Sewer Service June 2023 (Conf#1231)	$77.35
39355	356	AARON'S LAWN CARE	6/12/23	DeM, Rens, & Wh: Mowing & edging	$1,155.00
39356	357	ACE HARDWARE	6/12/23	Preen weed prevention	$33.99
39357	358	A. E. BOYCE COMPANY, INC.	6/12/23	Service records	$51.32
39358	359	AMAZON CAPITAL SERVICES	6/12/23	Library & maintenance supplies, books	$344.77
39359	360	ANTHEM BLUE CROSS BLUE	6/12/23	Health insurance premiums- June 2023	$15,153.97
39360	361	ANTHEM LIFE	6/12/23	Life insurance premiums- June 2023	$122.01
39361	362	APPLIED INNOVATION	6/12/23	Quarterly maintenance agreement on patron copiers	$1,502.42
39362	363	BAKER & TAYLOR	6/12/23	Books, Continuations, AV, Auto. Yours	$12,632.37
39363	364	BAKER & TAYLOR ENTERTAIN	6/12/23	AV	$2,655.01
39364	365	BRIGHTSPEED	6/12/23	Rens: Fax line service- June 2023	$63.75
39365	366	BUSINESS CARD	6/12/23	Kahoot renewal, library supplies	$223.37
39366	367	CAPITAL ONE	6/12/23	Walmart: Library supplies	$746.57
39367	368	CAPITAL ONE TRADE CREDIT	6/12/23	Kem's Hardware: paint	$47.99
39368	369	CENGAGE LEARNING INC/ GA	6/12/23	Opposing Viewpoints database subscription 5/27/23-5/26/24	$1,024.64
39369	370	CENTER POINT LARGE PRINT	6/12/23	Books	$180.51
39370	371	CHICAGO TRIBUNE	6/12/23	DeM & Rens: Newspaper subscriptions Acct# 20468938	$619.50
39371	372	CINTAS CORP	6/12/23	Rens: Janitorial supplies	$128.00
39372	373	CINTAS CORP.	6/12/23	DeM & Wh: Janitorial supplies	$364.00
39373	374	CULLIGAN WATER CONDITIO	6/12/23	Wh: Water Cooler Rental- June 2023; 5-gallon drinking water- 6	$73.09
39374	375	DELL MARKETING L.P.	6/12/23	Toner	$131.12
39375	376	DELTA DENTAL	6/12/23	Dental insurance premiums- June 2023	$553.18
39376	377	DEMCO INC	6/12/23	Library supplies	$237.59
39377	378	DEMOTTE DECORATIVE STON	6/12/23	DeM: River rock	$1,360.00
39378	379	ENA SERVICES LLC	6/12/23	Internet Service- May 2023	$1,807.50
39379	380	THE EPOCH TIMES	6/12/23	Newspaper subscription, 1 year, Acct# AzydceT62hFyk3ZTY	$139.00
39380	381	HIVELY WELDING CO., INC	6/12/23	Wh: metal pieces for art wall	$55.68
39381	382	HODGES AND DAVIS, P.C.	6/12/23	Legal Assistance: Policy Matters, Vendor Contract Matters	$860.00
39382	383	INDIANA GROCERY GROUP, L	6/12/23	Management Meeting snacks, Tea Program snacks, Dino Quest food, Nerf Night refreshments, program supplies, Mother's Day Floral program treats	$255.52
39383	384	INDIANA STATE LIBRARY	6/12/23	Info Express Delivery Services, 2 days/week	$1,140.00
39384	385	INDIANA WASTE SERVICE	6/12/23	DeM. & Wh: Trash pick-up June 2023	$174.50
39385	386	JOHNSON CONTROLS FIRE P	6/12/23	Annual Fire Alarm Test & Inspections	$3,261.44
39386	387	KAITLYN LAKIN	6/12/23	Mileage 3/3-5/22/23	$13.76
39387	388	KANKAKEE VALLEY PUBLISHI	6/12/23	Congratulations Graduates ad	$39.80
39388	389	KAYLA DE JONG	6/12/23	Mileage 1/10-5/30/23	$23.38
39389	390	KIRBY RISK CORPORATION	6/12/23	Light bulbs	$481.54

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39390	391	LINDA POORTENGA	6/12/23	Mileage 5/9-5/18/23	$47.16
39391	392	MAGAZINE SUBSCRIPTION SE	6/12/23	September - December 2023 magazine renewals	$2,358.57
39392	393	MIDWEST TAPE LLC	6/12/23	AV	$1,315.21
39393	394	NICHE ACADEMY	6/12/23	Niche Academy annual subscription renewal	$1,260.00
39394	395	NIMBO IP LLC	6/12/23	Monthly Managed Service- May 2023	$815.00
39395	396	NIPSCO	6/12/23	DeM & Wh: Gas & electric service 5/1-5/31/23	$5,438.15
39396	397	NITCO	6/12/23	DeM: Local phone service June 2023	$138.27
39397	398	OVERDRIVE, INC.	6/12/23	Digipalooza 2023 registration- L. Poortenga	$249.00
39398	399	PLAYAWAY PRODUCTS, LLC	6/12/23	Wonderbooks, Playaways, Launchpads, power adapters	$2,015.65
39399	400	POST-TRIBUNE	6/12/23	DeM & Rens: Newspaper subscriptions Acct#44365252	$211.50
39400	401	PRECISION CONTROL SYSTE	6/12/23	Preventative Maintenance; Rens- HVAC repairs	$2,981.36
39401	402	QUILL LLC	6/12/23	Library, janitorial, & office supplies	$542.93
39402	403	RELIABLE EXTERMINATORS, I	6/12/23	DeM: Exterior & Interior Treatment; Rens: Exterior Treatment	$452.00
39403	404	RELIABLE FIRE & SECURITY	6/12/23	Wh: Troubleshoot fire panel	$825.00
39404	405	SCHOLASTIC INC.	6/12/23	Summer Reading prizes	$877.66
39405	406	SHANNON HELDAK	6/12/23	Mileage 1/12-5/24/23	$34.06
39406	407	THE LIBRARY CORPORATION	6/12/23	2023 TLCU Virtual Conference registration: M. Molenaar, R. Amalong, S, Heldak, M. Beedle, K. Hunter, E. Parrish, L. Poortenga	$299.00
39407	408	TRUGREEN PROCESSING CE	6/12/23	Wh: Ornamental Bed Weed Control, Grub Preventative, Lawn Treatment; DeM: Lawn Treatment, Grub Preventative, Insect & Disease Control Service; Rens: Insect & Disease Control Service	$1,066.49
39408	409	ULINE	6/12/23	DVD mailers	$70.81
39409	410	UNIQUE	6/12/23	Collections: Initial/Secondary Placements- May 2023	$98.55
39410	411	VISUAL EDGE IT, INC	6/12/23	Kyocera Taskalfa 3554ci copier	$7,684.00
39411	412	VISUAL EDGE IT, INC	6/12/23	Rens. Staff Copier maintenance agreement	$64.77
39412	413	VSP INSURANCE CO. (CT)	6/12/23	Vision insurance premiums- June 2023	$202.81
39413	414	BALLOONGENUITY	6/12/23	Summer Reading Presenter	$585.00

F6c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$164,278.83**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, June 12, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **$164,278.83**

Date this 12th day of June ,20 23 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JULY

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, July 10, 2023, 6pm
Rensselaer Public Library

Opening of Meeting Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

- Minutes of June Board Meeting
- Bills/Financial Reports
- Salary Ordinance Update (R 7)
- Policies for Review (R 10)

General Business

- Rensselaer Library Author Visit/Story Walk Program (R 12) Information
- Jasper County Public Library at the County Fair (R 12) Information
- Flexible Benefit Plan Review (R 13) Information

Director's Report (R 12-R 14) Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES **June 12, 2023**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Janelle Harper, Mark Heinig, Janet Umlauf, Julie Davidson, Janett Kingman, Kevin Kaluf, Patricia Stringfellow, Rayann Gilmore
Absent: Kristie Housman

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the May Board Meeting Minutes, bills/financial reports, and Salary Ordinance Update were approved as presented on a motion by M. Heinig, seconded by K. Kaluf. Motion passed.

DeMotte Touch of Dutch Festival: The festival will be held on Saturday, August 12, 2023, in DeMotte at Spencer Park. A 5K Run begins at 8am near the library and follows the same route as usual that ends behind the library. Branch Manager, Shannon, recommends being closed on festival day due to congestion around the library and struggles getting to the library. The Friends of the Library plan to hold a book sale in the library meeting room. One staff member will remain at the library all day, even if the library is closed to the public. The Board discussed whether it is necessary for the library to be closed all day. With the festival being at Spencer Park, the question was asked if the congestion around the library is only in the morning and if the library should be open in the afternoon. M. Heinig moved to close the DeMotte Library all day on Saturday, August 12, 2023 and to pay attention to the traffic and congestion around the library that day, seconded by J. Harper. Motion passed.

Long Range Plan Update: The Board received a Long Range Plan Report for March, April, and May 2023 accomplishments in their packets. P. Stringfellow pointed out circulation has increased along with program attendance. DeMotte Library hosted the Auto Indiana display from the Indiana Historical Society and held Dino Quest which had over 100 attendees.

2024 Budget Committee: Our Budget Workshop with our DLGF Field Rep is scheduled for August 3 at 11:15am. The meeting will be virtual. We need to establish a meeting date/time with members of the Board Budget Committee to review budget recommendations before we meet with the Field Rep. Committee members include: J. Umlauf, chair; M. Heinig; and J. Davidson. After some discussion the Board Budget Committee meeting was set for July 28 at 2:00pm at the Rensselaer Library. We will advertise the committee meeting as required.

Director's Report: P. Stringfellow reported that the work with Abonmarche is underway. They were onsite at each of our library locations on Friday, June 2 doing facility assessments. Onsite discussions with staff were held on Thursday, June 8 at the Rensselaer and DeMotte Libraries to discuss needs and wishes. The discussion with the Wheatfield Library staff is scheduled for Thursday, June 15. We received a LIT Supplemental Distribution on June 2 in the amount of $91,821. It has been receipted into the operating fund as required. Last year the Board approved the addition of a sensory garden at Wheatfield Library. Evie in collaboration with Maintenance staff, Jason, has been working on this project. It has been decided to plant the garden closer to the building than originally planned. There is a spot south of the main entrance between the sidewalk and the parking lot that is overgrown and in need of a major overhaul. We will tear out trees and existing plants that have outgrown their space and make way for new plantings related to the sensory garden. This will allow us to clean up an eye sore and add a new amenity easily accessed from an existing sidewalk. Existing sprinklers in this area will keep the new plantings nicely watered. Digitization of library board minutes is underway. Mel is coordinating our efforts in this area. Board meeting minutes are considered a critical record by Indiana Archives so libraries around the state are digitizing and sending files to Indiana Archives for preservation. We are starting with our oldest minute books which are the most vulnerable. We are beginning to explore new VOIP options for our phone service. We went with NimboIP in 2017 and they were pretty good for the first two years, but key personnel left the company and customer service, and functionality began to deteriorate. The past two years have been particularly challenging. We hope to make a recommendation to the board in late summer or early fall. The Library received letters from the Rensselaer Redevelopment Commission indicating that there is no excess assessed value for the Consolidated Allocation Area and the Lintner Park Allocation Area to be allocated to the overlapping taxing units.

Adjournment: With no further matters for discussion J. Kingman moved to adjourn the meeting at 6:27 PM, seconded by J. Harper.

Janet Umlauf

Janet Umlauf, Secretary

Julie Davidson

Attest: J. Davidson, President

CIRCULATION BY HOLDINGS CODE
June 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	53	0	3	56
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	33	2	0	35
Blu-Ray (DBR)	123	0	1	124
Books on CD (DBKCD)	17	2	1	20
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	28	3	1	32
Digital Audiobooks (DDA)	43	1	1	45
DVD (DDVD)	1218	46	10	1274
Equipment (DEQP)	32	0	0	32
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	486	33	12	531
Fiction Fantasy (DFICF)	5	0	1	6
Fiction Inspirational (DFICI)	153	3	0	156
Fiction Mystery (DFICM)	130	13	0	143
Fiction New (DFICNEW)	446	14	8	468
Fiction Science Fiction (DFICSF)	6	0	0	6
Fiction Western (DFICW)	9	0	0	9
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	62	1	0	63
Hanging Bags (DHANG)	44	0	0	44
Hotspots (DWIFI)	6	43	1	50
ILL (DILL)	3	2	0	5
Internet (DINTER)	429	0	0	429
Juv. Audio book (DJAUDB)	23	0	0	23
Juv. Biography (DJBIO)	32	3	0	35
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	64	0	1	65
Juv. Digital Device (DJDDP)	38	0	1	39
Juvenile Easy (DJE)	1111	4	15	1130
Juv. Easy Non-fiction (DJENF)	135	0	0	135
Juv. Easy Reader (DJER)	487	6	0	493
Juv. Easy Reader NF (DJERN)	24	0	0	24
Juv. Fiction (DJFIC)	769	8	3	780
Juv. Graphic Novel (DJGN)	263	0	0	263
Juv. Holiday books (DJHOL)	30	0	0	30
Juv. Launchpads (DPTAB)	15	0	0	15
Juv. Magazine (DJMAG)	54	0	0	54
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	409	4	5	418
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	181	0	1	182
Large Print Fiction (DLPF)	170	29	5	204
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	149	2	3	154
Large Print Nonfic (DLPNF)	3	0	0	3
Large Print Western (DLPW)	3	1	0	4
Magazine (DMAG)	286	0	0	286
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	7	0	1	8
Nonfiction 100 (DNF100)	23	0	0	23
Nonfiction 200 (DNF200)	20	1	1	22
Nonfiction 300 (DNF300)	34	4	1	39
Nonfiction 400 (DNF400)	4	0	0	4
Nonfiction 500 (DNF500)	19	0	0	19
Nonfiction 600 (DNF600)	103	1	0	104
Nonfiction 700 (DNF700)	45	2	0	47
Nonfiction 800 (DNF800)	9	0	2	11
Nonfiction 900 (DNF900)	38	5	0	43
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	16	1	0	17
Nonfiction (DNFIC)	8	0	0	8
Nonfiction New (DNFNEW)	143	6	7	156
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	4	0	0	4
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	5	0	0	5
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	19	0	1	20
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	1	79	0	80
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	7	0	0	7
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	2	0	0	2
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	197	4	5	206
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	19	0	0	19
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	3	0	0	3

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	13	0	15
Blu-Ray (RBR)	2	324	1	327
Books on CD (RBKCD)	0	56	2	58
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	13	98	7	118
Digital Audiobooks (RDA)	0	17	0	17
DVD (RDVD)	21	1576	18	1615
Equipment (REQP)	0	3	0	3
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	35	572	11	618
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	30	267	13	310
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	89	0	90
Hanging Bag (RHANG)	0	118	2	120
Hotspots (RWIFI)	2	37	7	46
ILL (RILL)	0	10	0	10
Internet (RINTER)	0	175	0	175
Juv. Audio book (RJAUDB)	0	5	0	5
Juv. Biography (RJBIO)	0	9	0	9
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	23	0	23
Juv. Digital Device (RJDDP)	2	17	2	21
Juvenile Easy (RJE)	8	546	13	567
Juv. Easy Non-fiction (RJENF)	3	48	1	52
Juv. Easy Reader (RJER)	2	532	2	536
Juv. Easy Reader NF (RJERN)	5	63	1	69
Juv. Fiction (RJFIC)	15	359	5	379
Juv. Graphic Novel (RJGN)	8	121	1	130
Juv. Launchpads (RPTAB)	5	24		29
Juv. Magazine (RJMAG)	0	13	0	13
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	9	150	3	162
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	5	135	1	141
Large Print Fiction (RLPF)	2	153	2	157
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	2	173	3	178
Large Print Nonfic (RLPNF)	1	7	0	8
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	105	0	105
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	8	0	8
Non-Fiction 100 (RNF100)	1	26	0	27

Non-Fiction 200 (RNF200)	1	25	2	28
Non-Fiction 300 (RNF300)	5	34	1	40
Non-Fiction 400 (RNF400)	0	3	0	3
Non-Fiction 500 (RNF500)	1	24	0	25
Non-Fiction 600 (RNF600)	16	114	5	135
Non-Fiction 700 (RNF700)	9	24	0	33
Non-Fiction 800 (RNF800)	0	2	1	3
Non-Fiction 900 (RNF900)	0	27	2	29
Nonfiction Blu-Ray (RNFBR)	0	3	0	3
Nonfiction DVD (RNFDVD)	3	54	0	57
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	11	123	14	148
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	13	2	15
Professional Coll. (RPRO)	0	3	0	3
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	32	0	6	38
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	4	4	33	41
STEAM Kits (RSTEAM)	0	8	0	8
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	1	0	0	1
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	8	114	1	123
YA Music CD (RYACD)	0	7	0	7
YA Nonfiction (RYANF)	0	5	0	5
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	0	5	6
Blu-Ray (WBR)	3	1	197	201
Books on CD (WBKCD)	3	4	46	53
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	7	2	41	50
Digital Audiobooks (WDA)	0	0	13	13
DVD (WDVD)	28	20	1023	1071
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	7	23	260	290
Fiction Fantasy (WFICF)	0	0	13	13
Fiction Inspirational (WFICI)	4	4	119	127
Fiction Mystery (WFICM)	3	2	24	29

Fiction New (WFICNEW)	20	8	176	204
Fiction Science Fiction (WFICSF)	0	1	4	5
Fiction Western (WFICW)	0	1	0	1
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	3	1	33	37
Hanging Bags (WHANG)	1	0	99	100
Hotspots (WWIFI)	5	31	9	45
ILL (WILL)	0	0	16	16
Internet (WINTER)	0	0	118	118
Juv. Audio book (WJAUDB)	0	0	21	21
Juv. Biography (WJBIO)	0	0	18	18
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	17	17
Juv. Digital Device (WJDDP)	1	0	25	26
Juvenile Easy (WJE)	16	5	635	656
Juv. Easy Non-fiction (WJENF)	0	0	148	148
Juv. Easy Reader (WJER)	5	0	326	331
Juv. Easy Reader NF (WJERN)	1	0	21	22
Juv. Fiction (WJFIC)	37	5	618	660
Juv. Graphic Novel (WJGN)	13	0	292	305
Juv. Launchpads (WPTAB)	2	0	23	25
Juv. Magazine (WJMAG)	0	0	52	52
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	20	2	345	367
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	0	1	350	351
Large Print Fiction (WLPF)	8	5	92	105
Large Print Inspirational (WLPI)	0	4	17	21
Large Print Mystery (WLPM)	1	7	8	16
Large Print New (WLPN)	2	5	62	69
Large Print Nonfic (WLPNF)	1	2	11	14
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	1	0	35	36
Non-Fiction 000 (WNF000)	0	0	2	2
Non-Fiction 100 (WNF100)	2	0	13	15
Non-Fiction 200 (WNF200)	1	1	8	10
Non-Fiction 300 (WNF300)	1	3	8	12
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	0	0	7	7
Non-Fiction 600 (WNF600)	2	7	65	74
Non-Fiction 700 (WNF700)	4	0	21	25
Non-Fiction 800 (WNF800)	0	0	3	3
Non-Fiction 900 (WNF900)	3	0	22	25
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	0	1	53	54
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	2	3	63	68
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	29	29
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	2	2
Vertical file (WVF)	0	0	5	5
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	4	4
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	13	11	219	243
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	2	1	10	13
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)				0
Storage (WZSTO)	0	0	0	0
TOTAL	8786	6946	6101	21833

CIRCULATION BY HOLDINGS CODE
June 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	53	0	3	56
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	36	15	5	56
Blu-Ray (BR)	128	328	199	655
Books on CD (BKCD)	20	62	49	131
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	48	103	49	200
Digital Audiobooks (DA)	43	18	14	75
DVD (DVD)	1267	1642	1051	3960
Equipment (EQP)	32	3	0	35
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	528	628	283	1439
Fiction Fantasy (FICF)	5	0	14	19
Fiction Inspirational (FICI)	157	7	119	283
Fiction Mystery (FICM)	133	15	24	172
Fiction New (FICNEW)	496	289	197	982
Fiction Science Fiction (FICSF)	6	1	4	11
Fiction Western (FICW)	9	1	0	10

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	66	91	33	190
Hanging Bags (HANG)	45	118	101	264
Hotspots (WIFI)	13	111	17	141
ILL (ILL)	3	12	16	31
Internet (INTR)	429	175	118	722
Juv. Audio book (JAUDB)	23	5	21	49
Juv. Biography (JBIO)	32	12	18	62
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	64	23	18	105
Juv. Digital Device (JDDP)	41	17	28	86
Juvenile Easy (JE)	1135	555	663	2353
Juv. Easy Non-Fiction (JENF)	138	**48**	149	335
Juv. Easy Reader (JER)	494	538	328	1360
Juv. Easy Reader NF (JERN)	30	63	22	115
Juv. Fiction (JFIC)	821	372	626	1819
Juv. Graphic Novel (JGN)	284	121	294	699
Juv. Holiday (JHOL)	30	0	0	30
Juv. Launchpads (PTAB)	22	24	23	69
Juv. Magazine (JMAG)	54	13	52	119
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	438	156	353	947
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	186	136	352	674
Large Print Fiction (LPF)	180	187	99	466
Large Print Inspirational (LPI)	0	4	17	21
Large Print Mystery (LPM)	1	7	8	16
Large Print New (LPN)	153	180	68	401
Large Print Nonfic (LPNF)	5	9	11	25
Large Print Western (LPW)	3	1	0	4
Magazine (MAG)	287	105	35	427
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	7	8	3	18
Non-Fiction 100 (NF100)	26	26	13	65
Non-Fiction 200 (NF200)	22	27	11	60
Non-Fiction 300 (NF300)	40	41	10	91
Non-Fiction 400 (NF400)	4	3	0	7
Non-Fiction 500 (NF500)	20	24	7	51
Non-Fiction 600 (NF600)	121	122	70	313
Non-Fiction 700 (NF700)	58	26	21	105
Non-Fiction 800 (NF800)	9	2	6	17
Non-Fiction 900 (NF900)	41	32	24	97
Non-Fiction Blu-Ray (NFBR)	0	3	0	3
Non-Fiction DVD (NFDVD)	19	56	53	128
Nonfiction (NFIC)	8	0	1	9
Nonfiction New (NFNEW)	156	132	84	372
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	4	0	0	4
Professional Coll. (PROF)	0	3	0	3

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	5	13	31	49
Reference (REF)	16	3	34	53
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	19	1	2	22
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	32	0	6	38
SRCS (From other libraries III-SRC	1	79	0	80
SRCS (SRCSW) Wheatfield	4	4	33	41
STEAM Kits (STEAM)	7	8	2	17
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	3	0	4	7
YA Biography (YAB)	0	0	0	0
YA Books on CD (YABKCD)	0	0	4	4
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	218	129	225	572
YA Music CD (YACD)	0	7	0	7
YA Nonfiction (YANF)	21	6	10	37
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	3	1	0	4
				0
Free reads	148	136	36	320
Games/Puzzles	52	0	14	66
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	9002	7087	6185	22274

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1822	1457	869	4148
Nonfiction	595	486	318	1399
CHILDREN'S BOOKS				
Fiction	3003	1785	2288	7076
Nonfiction	638	216	520	1374
YA BOOKS				
Fiction	284	220	258	762
Nonfiction	21	6	10	37
Preloaded Dig Dev, Child	22	24	23	69
Magazines, Adult	287	105	35	427
Magazines, Children	54	13	52	119
Sound Recordings, adult	114	183	120	417
Sound Recordings, ch	132	153	140	425
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	37	83	39	159
STEAM Kits	7	8	2	17

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1419	2042	1334	4795
Equipment	45	114	17	176
Total	8480	6895	6025	21400
A-V Circulation	1665	2378	1594	5637
A-V Circulation as % of total	19.6%	34.5%	26.5%	26.3%

CIRCULATION STATISTICS
June 2023

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	**Total Circ.**
ADULT BOOKS										
Fiction	89	66	**1,822**	106	47	**1,457**	73	0	**869**	**4,148**
Nonfiction	33	0	**595**	35	1	**486**	17	0	**318**	**1,399**
CHILDREN'S BKS										
Fiction	53	4	**3,003**	61	51	**1,785**	27	1	**2,288**	**7,076**
Nonfiction	8	0	**638**	43	5	**216**	7	0	**520**	**1,374**
YA BOOKS										
Fiction	12	0	**284**	6	16	**220**	8	0	**258**	**762**
Nonfiction	1	0	**21**	0	0	**6**	0	0	**10**	**37**
Preloaded Dig Dev	0	0	**22**	0	0	**24**	0	0	**23**	**69**
Magazines,Adult	0	0	**287**	0	0	**105**	0	0	**35**	**427**
Magazines, Child	0	0	**54**	0	0	**13**	0	0	**52**	**119**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	0	0	**114**	0	2	**183**	0	0	**120**	**417**
Sound Rec/Child	0	0	**132**	0	0	**153**	0	1	**140**	**425**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**37**	0	0	**83**	0	0	**39**	**159**
STEAM Kits	2	0	**7**	0	0	**8**	3	0	**2**	**17**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	28	3	**1,419**	32	73	**2,042**	28	0	**1,334**	**4,795**
Equipment	0	0	**45**	0	0	**114**	0	0	**17**	**176**
TOTAL	226	73	**8,480**	283	195	**6,895**	163	2	**6,025**	**21,400**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	87,534	80,389	60,232
Circulation Increase/Decrease	**3.6%**	**16.4%**	**-0.6%**

MONTHLY SYSTEM STATISTICS	2022	2023	% change
Current month's Circulation	20,174	21,400	6.1%
Jan. to date circulation	104,399	117,178	12.2%

R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
25,069	25,092	17,324	17,383	15,322	15,395	**Fiction**
19,889	19,922	19,480	19,514	6,790	6,807	**Nonfiction**
						CHILDREN'S BKS
16,794	16,843	15,629	15,639	14,072	14,098	**Fiction**
9,642	9,650	6,721	6,759	6,767	6,774	**Nonfiction**
						YA BOOKS
2,633	2,645	3,472	3,462	3,648	3,656	**Fiction**
683	684	310	310	70	70	**Nonfiction**
17	17	23	23	32	32	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,746	3,746	1,126	1,124	4,873	4,873	**Sound Rec/Adult**
687	687	4,237	4,237	848	847	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-69	-69	-26	-26	**Software**
0	0	0	0	0	0	**SRCS**
-2	0	9	9	6	9	**STEAM Kits**
104	104	-1	-1	43	43	**Vertical Files**
7,955	7,980	11,307	11,266	7,555	7,583	**VHS/DVD/Blu-ray**
118	118	87	87	58	58	**Equipment**
87,381	87,534	80,301	80,389	60,071	60,232	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

June 2023

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	220	48	137	30	261	57	618	134
LOCAL HISTORY								
In person	5	1	5	1	0	0	10	3
Letters written	13	13	7	7	0	0	20	20
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	429	18	175	7	118	5	722	30
Internet use-Wireless	1200		1320		750		3270	
VCR Use	0	0	0	0	0	0	0	0
Microforms	5	1	22	3	0	0	27	4
Public FAX24	38		7		21		66	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	21	7	0	0	21	7
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	1		2		4		7	
Outreach activities	53	53	0	0	0	0	53	35
Curbside Service	3	1	0	0	0	0	3	1
Meeting Room Use (no. of group	36	12	52	17	31	10	119	40
Study room use	86	7	46	4	44	4	176	15
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	3	0	0	0	0	0	3	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							4622	
IN-HOUSE USE ITEMS	311		280		51		642	
SELF-CHECKOUT USE	47		326		77		450	
INTERLIBRARY LOANS								
Requests made for:	24	6	6	2	33	8	63	16
Items rec'd for:	16	8	3	2	34	17	53	27
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	5935	10219	3777	19931
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	228	421	101	750
Number of New Patrons Added	73	37	39	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	2	12	1	6	1	6	4	24

Number attending	81		0		21		102	
Children's Programs (0-5)	4	24	0	0	5	30	9	54
Number attending	118		0		92		210	
Children's Programs (6-11)	3	18	4	24	4	24	11	66
Number attending	412		462		260		1134	
YA Programs (12-17)	4	24	3	18	4	24	11	66
Number attending	58		25		43		126	
Adult Programs	4	24	12	72	4	24	20	120
Number attending	25		131		41		197	
Total Number of Programs	**17**	102	**20**	120	**18**	108	**55**	330
Total Persons Attending	**694**		**618**		**457**		**1667**	
Total Attending Same Month Last Yr.	706		379		447		1532	
Total Staff Hours Spent		270		199		209	678	660
Total Number of In-House Program	**14**		**19**		**18**		**51**	
Total Attendance	**687**		**583**		**457**		**1727**	
Total Number of Outreach Progran	**3**		**1**		**0**		**4**	
Total Attendance	**7**		**35**		**0**		**42**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5859	68.5%	5001	72.4%	4192	69.5%	15052	70.0%
Corporate	1	0.0%	0	0.0%	0	0.0%	1	0.0%
Juvenile 0-11	180	2.1%	266	3.9%	219	3.6%	665	3.1%
Juvenile-AV	993	11.6%	414	6.0%	1143	18.9%	2550	11.9%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	160	1.9%	212	3.1%	70	1.2%	442	2.1%
Reciprocal Juvenile	0	0.0%	0	0.0%	2	0.0%	2	0.0%
Reciprocal Juvenile AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA	7	0.1%	0	0.0%	5	0.1%	12	0.1%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	10	0.1%	0	0.0%	10	0.0%
School AV	10	0.1%	22	0.3%	0	0.0%	32	0.1%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	133	1.9%	0	0.0%	133	0.6%
Staff	995	11.6%	660	9.6%	209	3.5%	1864	8.7%
Walking books	72	0.8%	64	0.9%	2	0.0%	138	0.6%
YA 12-17	24	0.3%	46	0.7%	25	0.4%	95	2.3%
YA-AV	256	3.0%	79	1.1%	166	2.8%	501	2.3%
Total	8557		6907		6033		21497	
All items borrowed by nonresidents	177	2.1%	244	3.5%	77	1.3%	498	2.3%

R7

Salary Ordinance 2023
Updated 7/10/23

We have hired Grace Adams as a Page, replacing Annabelle Martin, who was promoted to Clerk.
Name: Grace Adams
Classification: Page
Hourly Wage: $7.25
Start Date: 5/8/23
Hours Worked: 10
Library: Rensselaer

We have promoted Shannon Boon to Library Assistant II, replacing Thomas (Morgan) Wampler who longer works for the Library.
Name: Shannon Boon
Classification: Library Assistant II
Hourly Wage: $13.14
Start Date: 6/16/23
Hours Worked: 32
Library: Wheatfield

We have hired Kyla Roberts as a Clerk, replacing Shannon Boon who was promoted to Library Assistant II.
Name: Kyla Roberts
Classification: Clerk
Hourly Wage: $10.48
Start Date: 7/11/23
Hours Worked: 14
Library: Wheatfield

We have examined and approved the changes to the 2023 Jasper County Public Library Salary Ordinance. Dated 7/10/23.

Janelle Harper
Janet Umlauf
Janett Kingman

Kristin Hana

R10

Jasper County Public Library Patron Tasks and Devices Policy

To ensure privacy is maintained, patrons are responsible for inputting their own data in all forms, software applications, and documents. Likewise, for liability purposes, patrons must input any data, or follow any procedure on their own devices: Library staff should not touch non-library devices.

Library staff will give 5 to 10 minutes of limited assistance, as staffing permits, and as staff knowledge** allows:

- in navigating online tasks
- for personal devices when interfacing with library devices

For any other questions that may arise, staff will point patrons toward online guides and/or library books.

In addition, one-on-one help sessions - defined as sessions that are fifteen minutes or more in length - may also be scheduled.

Please be aware that library services (printers, Wi-Fi, etc..) may not be compatible with all devices and/or software applications.

**Technology changes rapidly, and staff may not be knowledgeable about a specific device or software application.

~~Patrons are responsible for inputting their own data in all forms, applications, and documents to ensure privacy is maintained. Likewise, patrons must input any data, or follow any procedure on their own devices. Library staff should not touch these devices for liability purposes.~~

~~Staff can offer patrons 5 to 10 minutes of limited assistance, as staffing permits, in navigating online tasks.~~

~~Library staff will give 5 to 10 minutes of limited assistance, as staffing permits, and as staff knowledge allows, for personal devices when interfacing with library devices.~~

~~Staff will point patrons toward online guides and/or library books for any other questions that may arise.~~

~~Please be aware that library printers may not be compatible with all devices and/or software.~~

~~Technology is changing rapidly, and staff may not be knowledgeable about a specific device or program.~~

****

~~One-on-one help sessions defined as sessions that are fifteen minutes or more in length may also be scheduled.~~

May 2011; revised 7/21; revised 7/23

Director's Report
June 2023

Consent Agenda

You will be approving the minutes of the June Board meeting, bills, and financial reports.

2023 Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the 2023 Salary Ordinance Update as presented.**

Policies for Review: Three policies are up for review this month: Public Relations/Information Policy, Public Records Policy, and Patron Tasks/Devices Policy. No revisions are recommended to the Public Relations/Information Policy and Public Records Policy. No content changes are recommended for the Patron Tasks/Devices Policy, but we recommend rearranging the words a bit to improve the flow of the policy. Please see R 10. To make things easier for all of us, I struck through the old arrangement but left it at the bottom of the document for your review. The new arrangement of the words is at the top. If you compare the two, you will find the content and meaning are the same. Hopefully, it flows better! **If you approve the Consent Agenda items, you will approve revisions to the Patron Tasks/Devices Policy as presented.**

General Business:

Rensselaer Library Author Visit/Story Walk Program: Children's Librarian Janice, loves the DeMotte Library story walk and has come up with a creative way to bring the experience to Rensselaer. On July 24 local author Shannon Anderson will visit the library to meet with young readers and sell/sign copies of her latest book, I Love Strawberries. As a part of this event, Janice will erect a temporary story walk featuring this story. Families can stroll the library grounds and experience book pages on temporary signage created locally at Reinforcements Design. The signs will be in place on the day of the program and will then be taken down. Janice hopes to take them to the Farmer's Market later this summer to offer another story walk experience. I admire her initiative in taking an idea that she really admires and putting her own spin on it, bringing the experience to her community.

Jasper County Public Library at the County Fair: We will have a booth at the fair again this year and will be trying something new that we think fair-goers will love. We will use a 'green screen' to generate cool photos for folks who stop by our booth. Autumn developed this technique for her Dino Quest in May and attendees loved it. She has adapted this idea for the fair, creating several neat backgrounds for people to choose from. We will not do a treasure chest this year, but there will be an hourly drawing for prizes. We will do some 'pre fair' publicity to generate interest in visiting our booth. See you at the fair!

Flexible Benefit Plan Review: The library does have a board-approved Flexible Benefit Plan. Periodically we have this plan reviewed by an employment law attorney to make certain it is legally compliant. Our plan was reviewed in June, and our attorney shared that there are no legally required changes. As a reminder, the purpose of the plan is to permit eligible employees to use a portion of their pre-tax compensation to pay their premiums for coverage under health insurance and life insurance plans offered to qualifying employees of the library.

Director's Report:

We received a letter from the Indiana State Library dated June 23, stating that "at its June 16th meeting, the Indiana Library & Historical Board (ILHB) found Jasper County Public Library to be in compliance with the Public Library Standards for 2022".

A compressor went out in one of our air conditioning units at Wheatfield Library. I authorized removal and replacement of the compressor at a cost of $2,943.75. I anticipate that Abonmarche will recommend replacement/upgrade of Wheatfield heating/cooling equipment in the near future. It was 'on the list' that I gave to Abonmarche earlier this year.

Budget 2024 work is underway. We look forward to meeting with the Board Budget Committee on June 28.

System Administrator News

Sheila attended an MS-ISAC Monthly webinar about current vulnerabilities and attacks. These are very valuable for us. The internet was down June 2 8am through Monday morning, June 5. ENA declared it a third-party issue, so we held in place and then on Sunday night they changed their story – the issue was in-house. We will be following up with ENA about how this was handled. On June 27Sheila took down servers and installed new replacement batteries in SmartUPS 2200XL. They were tested and all were working before staff arrived for the morning. She finished writing and testing TLC Offline Circ instructions. She and Becky will finalize this during their next department head meeting.

Technical Services News

Becky reports, "I was part of the group that met with Abonmarche to brainstorm about changes we'd like to see at the Rensselaer building. We all had a long list of "dreams" for the building. I marked the DeMotte Library closed for the whole day of Touch of Dutch. They may be open for part of the day in the future.On June 19th we had an issue with e-mail. Our certificate was out of date. It had expired on June 18th. I called Roeing and spoke with Leslie. They took care of the expired certificate, and email was reestablished that same day!"

DeMotte Library News

Shannon reports, regarding the story walk trees and grass, "I met with Brent from Countryside to discuss the grass and trees. Overall, he was happy with the way the grass came in. Unfortunately, we've had a really dry spring and the grass reflects that. In the fall, we can reseed as necessary for the spots that didn't come in as well. Most of the trees were doing well, a few were in desperate need of water. I talked with Dan and the hoses do reach to the dry creek area so that the trees can be watered at a trickle, for deeper water absorption. Dan puts cones out near the front door and the south asphalt sidewalk to alert patrons to the hose. The trees seem to be doing better and have sprouted new green leaves!"

Rensselaer Library News

Regarding the Prairie Art Council's Lilian Fendig Show in August, PAC has happily accepted our Fendigs for the exhibition that runs from August 1 - September 28th. We requested the following attribution: 'on loan with the permission of the Jasper County Public Library Board of Trustees'. That way attendees will know the art is a part of our collection. Janice reports that Summer Reading is going very well. There are so many people in the library. Attendance is up! Nancy created a cute photo op in the loft area 'be the 'I' in KIND. Children are encouraged to stand in place of the 'I'.

Wheatfield Library News

Evie reports, "Summer Reading has been in full-swing and going well. We have had lots of enthusiastic kids here all month, and it has been great! We had a couple of tears from kids who didn't win the grand prizes, and Rachael did have to remove two siblings from the party (first time ever having to remove kids from a program in almost 20 years!), but the mom was understanding and apologetic. Rachael and Lauren also held two Story Time sessions on Mondays, the teen Summer Reading program, and a special Father's Day Story Time. Programs offered by Carolynn and me included Friday Fun – Bingo, Combat Coffee, Family Trivia Night, Attracting Pollinators (Garden Group), and a book discussion. The book discussion was a combination of both groups that currently meet at Wheatfield – it went really well, and everyone enjoyed meeting new people and hearing new/different perspectives."

Please contact me if you are unable to attend the July Board meeting or if you have any questions about materials in your packet. -Patty

F1

JCPL FINANCIAL STATEMENT

June 30, 2023

	Beginning 2023 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,452,984.16	**$216,526.96**	$1,223,085.87	**$661,449.85**	$1,558,026.23	**$1,787,924.52**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$28,544.83	$2,289.60	$9,287.13	$774.16	$13,430.71	**$32,688.41**
DeMotte	$10,206.61	**$672.82**	$3,841.09	**$294.00**	$3,397.17	**$9,762.69**
Rensselaer	$15,220.35	**$662.90**	$3,484.23	**$380.00**	$7,223.58	**$18,959.70**
Wheatfield	$3,117.87	**$953.88**	$1,961.81	**$100.16**	$2,809.96	**$3,966.02**
Library Improvement Reserve Fund	$232,697.44	**$0.00**	$0.00	**$19.13**	$116.06	**$232,813.50**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$1,883,891.24	**$0.00**	$0.00	**$7,839.80**	$43,756.25	**$1,927,647.49**
Includes Investments of $1,870,255.38						
Broadband Connectivity Grant Fund	$0.00	**$1,807.50**	$9,037.50	**$0.00**	$18,520.35	**$9,482.85**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$237.15	**$0.00**	$211.99	**$17.59**	$120.14	**$145.30**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
COVID: CARES ACT mini-grant	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
ARP Grant Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$9,486.29**	$52,976.38	**$9,486.29**	$52,976.38	**$0.00**
FICA Tax Collected	$0.00	**$8,970.52**	$51,653.71	**$8,970.52**	$51,653.71	**$0.00**
State Tax Collected	$0.00	**$3,930.66**	$22,696.62	**$3,930.66**	$22,696.62	**$0.00**
County Tax Collected	$0.00	**$3,131.64**	$18,000.48	**$3,131.64**	$18,000.48	**$0.00**
INPRS	$0.00	**$3,307.89**	$19,213.07	**$3,307.89**	$19,213.07	**$0.00**
Deferred Comp Plan	$0.00	**$1,940.00**	$11,490.00	**$1,940.00**	$11,490.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$3,570.56**	$21,059.90	**$3,570.60**	$21,060.14	**$0.24**
Life Insurance	$0.00	**$302.30**	$1,823.80	**$302.32**	$1,823.08	**($0.72)**
Garnishments	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,601,767.72**	**$255,263.92**	**$1,440,536.45**	**$704,740.45**	**$1,832,883.22**	**$3,994,114.49**

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Bank Balances

Jasper County Public Library

Report as of: **6/30/23**

	Bank	
1	Alliance Bank	$2,123,589.11
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$1,870,255.38
	Total all banks =	**$3,994,114.49**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Printed on Wednesday, July 5, 2023

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$1,804,521.98		Rainy Day	7/29/22	$6,818.65	Jan-23
								$6,399.54	Feb-23
								$7,277.13	Mar-23
								$7,431.22	Apr-23
								$7,966.02	May-23
								$7,835.08	Jun-23

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$43,727.64**

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **6/1/23** *To* **6/30/23**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$86,944.00	$0.00	$86,944.00	$7,314.66	$43,713.76	$43,230.24	49.7
1.12 SALARY OF ASSISTANTS	$1,220,279.00	$0.00	$1,220,279.00	$105,199.16	$605,249.22	$615,029.78	50.4
1.13 WAGES OF JANITORS	$99,251.00	$0.00	$99,251.00	$7,195.66	$40,934.71	$58,316.29	58.8
1.21 EMPLOYER'S SHARE-FICA	$107,595.00	$0.00	$107,595.00	$8,970.52	$51,653.71	$55,941.29	52.0
1.22 UNEMPLOYMENT COMPENSATION	$2,531.00	$0.00	$2,531.00	$0.00	$1,723.74	$807.26	31.9
1.23 EMPLOYER'S CONTRIB.- PERF	$125,868.00	$0.00	$125,868.00	$10,908.53	$63,246.27	$62,621.73	49.8
1.24 EMPLOYER'S CONTRIB.- INS.	$175,454.00	$0.00	$175,454.00	$12,835.63	$75,493.75	$99,960.25	57.0
Subtotal	*$1,817,922.00*		$1,817,922.00	$152,424.16	$882,015.16	$935,906.84	51.5
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$51.32	$162.22	$337.78	67.6
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$51.29	$448.71	89.7
2.13 OTHER OFFICE SUPPLIES	$6,500.00	$0.00	$6,500.00	$559.22	$2,323.23	$4,176.77	64.3
2.21 CLEANING & SANITATION SUPPLIES	$7,500.00	$0.00	$7,500.00	$645.96	$2,689.72	$4,810.28	64.1
2.23 OTHER OPERATING SUPPLIES	$6,500.00	$0.00	$6,500.00	$550.13	$2,607.82	$3,892.18	59.9
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$1,360.00	$1,412.44	$87.56	5.8
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$47.99	$118.54	$281.46	70.4
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$50.95	$699.05	93.2
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$426.74	$5,579.58	$10,920.42	66.2
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$40,750.00*		$40,750.00	$3,641.36	$14,995.79	$25,754.21	63.2

3. Other Services and Charge

F3a

F3b

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13	LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$860.00	$2,035.00	$4,965.00	70.9
3.14	OTHER PROFESSIONAL SERVICES	$6,200.00	$0.00	$6,200.00	$390.00	$3,412.71	$2,787.29	45.0
3.145	DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$2,284.64	$6,867.66	$23,232.34	77.2
3.146	E-BOOKS SERVICES	$40,000.00	$0.00	$40,000.00	$0.00	$22,750.00	$17,250.00	43.1
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,083.32	$6,505.89	$7,494.11	53.5
3.22	POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$417.47	$1,582.53	79.1
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$849.34	$5,851.32	$14,148.68	70.7
3.24	PROFESSIONAL MEETINGS	$7,500.00	$0.00	$7,500.00	$546.87	$1,238.57	$6,261.43	83.5
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$125.07	$512.39	$1,287.61	71.5
3.26	NETWORKING	$92,220.00	$0.00	$92,220.00	$1,002.10	$7,870.88	$84,349.12	91.5
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$39.80	$349.28	$450.72	56.3
3.33	MARKETING ADVERTISING	$4,500.00	$0.00	$4,500.00	$0.00	$4,360.00	$140.00	3.1
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$200.00	$300.00	60.0
3.42	OTHER INSURANCE	$31,000.00	$0.00	$31,000.00	$0.00	$15,004.50	$15,995.50	51.6
3.51	GAS	$25,000.00	$0.00	$25,000.00	$697.51	$12,734.28	$12,265.72	49.1
3.52	ELECTRICITY	$129,000.00	$0.00	$129,000.00	$9,002.63	$46,241.69	$82,758.31	64.2
3.53	WATER	$3,500.00	$0.00	$3,500.00	$348.73	$1,616.37	$1,883.63	53.8
3.54	WASTE DISPOSAL SERVICES	$9,000.00	$0.00	$9,000.00	$696.09	$3,922.62	$5,077.38	56.4
3.61	BUILDING & STRUCTURES	$122,930.00	$0.00	$122,930.00	$4,108.49	$16,029.97	$106,900.03	87.0
3.62	EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72	EQUIPMENT RENTALS	$400.00	$0.00	$400.00	$14.39	$255.34	$144.66	36.2
3.91	DUES	$2,600.00	$0.00	$2,600.00	$0.00	$369.00	$2,231.00	85.8
3.93	TAXES & ASSESSMENTS	$500.00	$0.00	$500.00	$0.00	$41.34	$458.66	91.7
3.94	TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$124,053.00	$0.00	$124,053.00	$8,508.18	$37,331.07	$86,721.93	69.9
Subtotal	*$725,523.00*		$725,523.00	$30,557.16	$195,917.35	$529,605.65	73.0
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$88,000.00	$0.00	$88,000.00	$7,684.00	$47,101.05	$40,898.95	46.5
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$12,467.39	$48,833.14	$101,166.86	67.4
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$3,328.57	$8,151.96	$8,348.04	50.6
4.53 NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$6,424.32	$26,071.42	$33,928.58	56.5
Subtotal	*$314,500.00*		$314,500.00	$29,904.28	$130,157.57	$184,342.43	58.6
Grand Total	$2,898,695.00	$0.00	$2,898,695.00	$216,526.96	$1,223,085.87	$1,675,609.13	57.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3d

Appropriation Report for 276 BROADBAND CONNECTIVITY

Jasper County Public Library

Report Date: From **6/1/23** *To* **6/30/23**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,807.50	$9,037.50	($9,037.50)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,807.50	$9,037.50	($9,037.50)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,807.50	$9,037.50	($9,037.50)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Voucher List

Jasper County Public Library

Report Date: From 6/1/23 **To** 6/30/23

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	346	PAYROLL	6/9/23	PAYROLL	$63,159.82
0	349	CHRISTINA SANDERS	6/9/23	Courier Mileage: 5/16-5/31/23 (conf#1228)	$446.71
0	350	INPRS fbo PERF	6/9/23	INPRS Contributions 6/9/23 Payroll + K. DeJong and T. Wampler Severance Pay	$7,561.43
0	351	IRS USA TAXPAYMENT	6/9/23	Federal Withholding, Medicare, & FICA withheld 6/9/23 Payroll (Acknowledgement #30164519)	$14,566.45
0	352	NATIONWIDE	6/9/23	Annuity withheld 6/9/23 Payroll	$970.00
0	353	TOWN OF DEMOTTE	6/9/23	Hydrant charge (conf# 1229)	$60.00
0	354	TOWN OF DEMOTTE	6/9/23	Dem: Sewer & Water: May 2023 (Conf#1230)	$147.83
0	355	TOWN OF WHEATFIELD	6/9/23	Wh: Sewer Service June 2023 (Conf#1231)	$77.35
39355	356	AARON'S LAWN CARE	6/12/23	DeM, Rens, & Wh: Mowing & edging	$1,155.00
39356	357	ACE HARDWARE	6/12/23	Preen weed prevention	$33.99
39357	358	A. E. BOYCE COMPANY, INC.	6/12/23	Service records	$51.32
39358	359	AMAZON CAPITAL SERVICES	6/12/23	Library & maintenance supplies, books	$344.77
39359	360	ANTHEM BLUE CROSS BLUE S	6/12/23	Health insurance premiums- June 2023	$15,153.97
39360	361	ANTHEM LIFE	6/12/23	Life insurance premiums- June 2023	$122.01
39361	362	APPLIED INNOVATION	6/12/23	Quarterly maintenance agreement on patron copiers	$1,502.42
39362	363	BAKER & TAYLOR	6/12/23	Books, Continuations, AV, Auto. Yours	$12,632.37
39363	364	BAKER & TAYLOR ENTERTAIN	6/12/23	AV	$2,655.01
39364	365	BRIGHTSPEED	6/12/23	Rens: Fax line service- June 2023	$63.75
39365	366	BUSINESS CARD	6/12/23	Kahoot renewal, library supplies	$223.37
39366	367	CAPITAL ONE	6/12/23	Walmart: Library supplies	$746.57
39367	368	CAPITAL ONE TRADE CREDIT	6/12/23	Kem's Hardware: paint	$47.99
39368	369	CENGAGE LEARNING INC/ GA	6/12/23	Opposing Viewpoints database subscription 5/27/23-5/26/24	$1,024.64
39369	370	CENTER POINT LARGE PRINT	6/12/23	Books	$180.51
39370	371	CHICAGO TRIBUNE	6/12/23	DeM & Rens: Newspaper subscriptions Acct# 20468938	$619.50
39371	372	CINTAS CORP	6/12/23	Rens: Janitorial supplies	$128.00
39372	373	CINTAS CORP.	6/12/23	DeM & Wh: Janitorial supplies	$364.00
39373	374	CULLIGAN WATER CONDITIO	6/12/23	Wh: Water Cooler Rental- June 2023; 5-gallon drinking water- 6	$73.09
39374	375	DELL MARKETING L.P.	6/12/23	Toner	$131.12
39375	376	DELTA DENTAL	6/12/23	Dental insurance premiums- June 2023	$553.18
39376	377	DEMCO INC	6/12/23	Library supplies	$237.59
39377	378	DEMOTTE DECORATIVE STON	6/12/23	DeM: River rock	$1,360.00
39378	379	ENA SERVICES LLC	6/12/23	Internet Service- May 2023	$1,807.50
39379	380	THE EPOCH TIMES	6/12/23	Newspaper subscription, 1 year, Acct# AzydceT62hFyk3ZTY	$139.00
39380	381	HIVELY WELDING CO., INC	6/12/23	Wh: metal pieces for art wall	$55.68
39381	382	HODGES AND DAVIS, P.C.	6/12/23	Legal Assistance: Policy Matters, Vendor Contract Matters	$860.00
39382	383	INDIANA GROCERY GROUP, L	6/12/23	Management Meeting snacks, Tea Program snacks, Dino Quest food, Nerf Night refreshments, program supplies, Mother's Day Floral program treats	$255.52
39383	384	INDIANA STATE LIBRARY	6/12/23	Info Express Delivery Services, 2 days/week	$1,140.00
39384	385	INDIANA WASTE SERVICE	6/12/23	DeM. & Wh: Trash pick-up June 2023	$174.50
39385	386	JOHNSON CONTROLS FIRE P	6/12/23	Annual Fire Alarm Test & Inspections	$3,261.44
39386	387	KAITLYN LAKIN	6/12/23	Mileage 3/3-5/22/23	$13.76
39387	388	KANKAKEE VALLEY PUBLISHI	6/12/23	Congratulations Graduates ad	$39.80
39388	389	KAYLA DE JONG	6/12/23	Mileage 1/10-5/30/23	$23.38
39389	390	KIRBY RISK CORPORATION	6/12/23	Light bulbs	$481.54

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39390	391	LINDA POORTENGA	6/12/23	Mileage 5/9-5/18/23	$47.16
39391	392	MAGAZINE SUBSCRIPTION SE	6/12/23	September - December 2023 magazine renewals	$2,358.57
39392	393	MIDWEST TAPE LLC	6/12/23	AV	$1,315.21
39393	394	NICHE ACADEMY	6/12/23	Niche Academy annual subscription renewal	$1,260.00
39394	395	NIMBO IP LLC	6/12/23	Monthly Managed Service- May 2023	$815.00
39395	396	NIPSCO	6/12/23	DeM & Wh: Gas & electric service 5/1-5/31/23	$5,438.15
39396	397	NITCO	6/12/23	DeM: Local phone service June 2023	$138.27
39397	398	OVERDRIVE, INC.	6/12/23	Digipalooza 2023 registration- L. Poortenga	$249.00
39398	399	PLAYAWAY PRODUCTS, LLC	6/12/23	Wonderbooks, Playaways, Launchpads, power adapters	$2,015.65
39399	400	POST-TRIBUNE	6/12/23	DeM & Rens: Newspaper subscriptions Acct#44365252	$211.50
39400	401	PRECISION CONTROL SYSTE	6/12/23	Preventative Maintenance; Rens- HVAC repairs	$2,981.36
39401	402	QUILL LLC	6/12/23	Library, janitorial, & office supplies	$542.93
39402	403	RELIABLE EXTERMINATORS, I	6/12/23	DeM: Exterior & Interior Treatment; Rens: Exterior Treatment	$452.00
39403	404	RELIABLE FIRE & SECURITY	6/12/23	Wh: Troubleshoot fire panel	$825.00
39404	405	SCHOLASTIC INC.	6/12/23	Summer Reading prizes	$877.66
39405	406	SHANNON HELDAK	6/12/23	Mileage 1/12-5/24/23	$34.06
39406	407	THE LIBRARY CORPORATION	6/12/23	2023 TLCU Virtual Conference registration: M. Molenaar, R. Amalong, S, Heldak, M. Beedle, K. Hunter, E. Parrish, L. Poortenga	$299.00
39407	408	TRUGREEN PROCESSING CE	6/12/23	Wh: Ornamental Bed Weed Control, Grub Preventative, Lawn Treatment; DeM: Lawn Treatment, Grub Preventative, Insect & Disease Control Service; Rens: Insect & Disease Control Service	$1,066.49
39408	409	ULINE	6/12/23	DVD mailers	$70.81
39409	410	UNIQUE	6/12/23	Collections: Initial/Secondary Placements- May 2023	$98.55
39410	411	VISUAL EDGE IT, INC	6/12/23	Kyocera Taskalfa 3554ci copier	$7,684.00
39411	412	VISUAL EDGE IT, INC	6/12/23	Rens. Staff Copier maintenance agreement	$64.77
39412	413	VSP INSURANCE CO. (CT)	6/12/23	Vision insurance premiums- June 2023	$202.81
39413	414	BALLOONGENUITY	6/12/23	Summer Reading Presenter	$585.00
0	415	PAYROLL	6/23/23	PAYROLL	$56,549.66
0	416	AFLAC	6/23/23	Supplemental Insurance June 2023 (conf#1233)	$676.52
0	417	ALLIANCE BANK	6/23/23	Direct Deposit Fees -- May 2023	$36.90
0	418	BRIGHTSPEED	6/23/23	Wh: Fax line June 2023 (Conf#1235)	$66.30
0	419	CHRISTINA SANDERS	6/23/23	Courier Mileage: 6/1-6/15/23 (conf#1234)	$284.27
0	420	CITY OF RENSSELAER	6/23/23	Rens: Utilities: 5/5-6/5/23 (Conf# 153024775)	$4,788.43
0	421	INDIANA DEPARTMENT OF RE	6/23/23	State & County Taxes withheld June 2023 Payroll (conf#0-013-783-148)	$7,062.30
0	422	INPRS fbo PERF	6/23/23	INPRS Contributions 6/23/23 Payroll	$6,654.99
0	423	IRS USA TAXPAYMENT	6/23/23	Federal Withholding, Medicare, & FICA withheld 6/23/23 Payroll (Acknowledgement #95298034)	$12,860.88
0	424	NATIONWIDE	6/23/23	Annuity withheld 6/23/23 Payroll	$970.00
0	425	T-MOBILE	6/23/23	Hotspot Data Service 5/2-6/1/23 (Conf #1232)	$1,002.10
0	426	ALLIANCE BANK	6/30/23	Positive Pay Fee- June 2023	$15.00
0	427	SQUARE, INC	6/30/23	Merchant Processing Fees- June 2023	$17.74

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$255,263.92**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, July 5, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $255,263.92

Date this 10th **day of** July **,20**23.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
June 30, 2023

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$633.46	$4,413.46
DeMotte	$190.24	$1,070.54		
Rensselaer	$286.98	$2,266.70		
Wheatfield	$156.24	$1,076.22		
PHOTOCOPIES:			$989.30	$6,569.39
DeMotte	$386.35	$2,015.96		
Rensselaer	$399.10	$3,312.53		
Wheatfield	$203.85	$1,240.90		
INTEREST (Checking, Repurchase, CDs):			$117.40	$635.00
TAXES:			$659,458.42	$1,544,214.36
Property Tax	$405,692.78	$880,030.42		
LOIT	$17,903.58	$107,421.48		
License Excise Tax	$68,174.36	$68,174.36		
Financial Institution Tax	$2,607.62	$2,607.62		
CVET(Commercial Vehicle Excise)	$9,079.00	$9,079.00		
LIT Certified Shares	$156,001.08	$476,901.48		
TAXABLE SALES:-			$1.27	$23.83
REFUNDS:			$250.00	$2,170.19
Rebates/Refund	$0.00	$394.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$250.00	$1,650.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$126.19		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$661,449.85**	**$1,558,026.23**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$774.16	$13,430.71
DeMotte	$294.00	$3,397.17		
Rensselaer	$380.00	$7,223.58		
Wheatfield	$100.16	$2,809.96		
LIB. IMPROV. RESERVE FUND:			$19.13	$116.06
Interest Earned	$19.13	$116.06		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$7,839.80	$43,756.25
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$7,839.80	$43,756.25		
Interfund Transfer	$0.00	$0.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,520.35
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$17.59	$120.14
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$670,100.53**	**$1,633,969.74**

F5b

WITHHOLDING ACCOUNT FUNDS:			$34,639.92	$198,913.48
FIT Tax Collected	$9,486.29	$52,976.38		
FICA Collected	$8,970.52	$51,653.71		
State Tax Collected	$3,930.66	$22,696.62		
County Tax Collected	$3,131.64	$18,000.48		
INPRS	$3,307.89	$19,213.07		
Deferred Comp Plan	$1,940.00	$11,490.00		
Pre-tax Insurance Plan	$3,570.60	$21,060.14		
Life Insurance	$302.32	$1,823.08		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$704,740.45**	**$1,832,883.22**

F6a

Voucher List

Jasper County Public Library

Report Date: From **7/1/23** ***To*** **7/10/23**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	428	PAYROLL	7/10/23	PAYROLL	$56,189.93
39414	429	AARON'S LAWN CARE	7/10/23	DeM: landscape work; DeM, Rens, & Wh: Mowing & edging	$1,260.00
39415	430	ABONMARCHE CONSULTANT	7/10/23	Facilities Assessment & Concepts progress thru 6/15/23	$8,031.25
39416	431	ACE HARDWARE	7/10/23	Maintenance supplies	$123.18
39417	432	AMAZON CAPITAL SERVICES	7/10/23	Books, library & maintenance supplies	$83.16
39418	433	ANTHEM BLUE CROSS BLUE	7/10/23	Health insurance premiums- July 2023	$15,153.97
39419	434	BAKER & TAYLOR	7/10/23	Books, Continuations, AV, Auto. Yours	$7,418.41
39420	435	BAKER & TAYLOR ENTERTAIN	7/10/23	AV	$2,172.30
39421	436	BRIGHTSPEED	7/10/23	Rens: Fax line service- July 2023, service call	$162.76
39422	437	BUSINESS CARD	7/10/23	Library supplies, postage, I Love Strawberries storywalk license, background check	$565.02
39423	438	CAPITAL ONE	7/10/23	Walmart: Library & other operating supplies	$316.91
39424	439	CAPITAL ONE TRADE CREDIT	7/10/23	Kem's Hardware: Screws	$3.04
39425	440	CAROLYNN DeVRIES	7/10/23	Mileage 5/23-6/14/23	$28.82
39426	441	CI INSURANCE	7/10/23	Notary bond: R. Gilmore	$50.00
39427	442	CULLIGAN WATER CONDITIO	7/10/23	Wh: Water Cooler Rental- July 2023	$14.39
39428	443	DELTA DENTAL	7/10/23	Dental insurance premiums- July 2023	$553.18
39429	444	DEMCO INC	7/10/23	Library supplies	$466.84
39430	445	DEMOTTE DECORATIVE STON	7/10/23	DeM: River rock	$310.00
39431	446	GAYLORD BROS., INC.	7/10/23	DuraShield box, acid-free tissue, paper repair tape	$99.57
39432	447	GRAINGER	7/10/23	Disposable spoons & forks	$54.22
39433	448	HODGES AND DAVIS, P.C.	7/10/23	Legal Assistance: Policy Matters, Vendor Contract Matters	$720.00
39434	449	INDIANA GROCERY GROUP, L	7/10/23	Library supplies	$178.06
39435	450	KANKAKEE VALLEY POST NE	7/10/23	Wh: Newspaper subscription Acct# 0047445	$99.00
39436	451	KIRBY RISK CORPORATION	7/10/23	Light bulbs	$540.36
39437	452	KONE	7/10/23	DeM: Elevator Maintenance Agreement 7/1-9/30/23	$513.27
39438	453	KROGER GARDIS & REGAS, L	7/10/23	Legal Assistance: Policy Matters and Personnel Matters	$1,089.00
39439	454	KROOSWYK PLUMBING, HEAT	7/10/23	Wh: Test & certify backflow 2", test pvb. 1.5	$360.00
39440	455	MAGAZINE SUBSCRIPTION SE	7/10/23	Wh: People magazine renewal	$89.95
39441	456	MIDWEST COLLABORATIVE F	7/10/23	Annual membership fee	$125.00
39442	457	MIDWEST TAPE LLC	7/10/23	AV, audiobook sleeves	$2,262.62
39443	458	NEILE TRAINOR	7/10/23	Mileage 4/5-6/27/23	$55.02
39444	459	NIMBO IP LLC	7/10/23	Monthly Managed Service- June 2023	$815.00
39445	460	NIPSCO	7/10/23	DeM & Wh: Gas & electric service 5/31-6/30/23	$5,851.64
39446	461	NITCO	7/10/23	DeM: Local phone service July 2023	$138.33
39447	462	ODP BUSINESS SOLUTIONS, L	7/10/23	Library, office, & janitorial supplies	$1,169.06
39448	463	PATTY STRINGFELLOW	7/10/23	Mileage 6/8-6/16/23	$80.57
39449	464	PLAYAWAY PRODUCTS, LLC	7/10/23	Wonderbooks, power adapter	$429.96
39450	465	PRECISION CONTROL SYSTE	7/10/23	Rens: HVAC repairs	$2,325.96
39451	466	PURDUE UNIVERSITY	7/10/23	Rens: Charcuterie Board program presenter	$80.00
39452	467	QUILL LLC	7/10/23	Janitorial & office supplies	$53.71
39453	468	RACHAEL CAVINDER	7/10/23	Mileage 5/3-6/20/23	$62.88
39454	469	RAINBOW BOOK COMPANY	7/10/23	Books	$1,379.55
39455	470	RENSSELAER ROTARY CLUB	7/10/23	2nd quarter dues & meals	$112.00
39456	471	ROEING CORPORATION	7/10/23	Tech Maintenance Support - 2nd Installment 2023	$6,250.00

F6b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39457	472	THE LIBRARY CORPORATION	7/10/23	Hosted System Sept 2023- Aug 2024; Library.Solution Software Support Sept 2023-Aug 2024; Its.Marc Sept 2023-Aug 2024; AV Access on Its.Marc Sept 2023-Aug 2024	$33,176.00
39458	473	TRUGREEN PROCESSING CE	7/10/23	Rens: Insect & disease control service, lawn fertilization, grub preventative, Ash Tree treatment	$2,182.58
39459	474	ULINE	7/10/23	US flags, storage totes, waterhog mats	$1,243.36
39460	475	VISUAL EDGE IT, INC	7/10/23	Rens. Staff Copier maintenance agreement	$103.63
39461	476	VSP INSURANCE CO. (CT)	7/10/23	Vision insurance premiums- July 2023	$202.81
39462	477	ZIESE PLUMBING, HEATING, &	7/10/23	Rens: Repaired men's restroom flush valve	$165.00
0	478	CHRISTINA SANDERS	7/10/23	Courier Mileage: 6/16-6/30/23 (conf#1237)	$324.88
0	479	INDIANA DEPT. OF WORKFOR	7/10/23	2nd Quarter 2023 Unemployment Compensation Payment (conf# 1500034285)	$499.85
0	480	INPRS fbo PERF	7/10/23	INPRS Contributions 7/10/23 Payroll	$6,713.81
0	481	IRS USA TAXPAYMENT	7/10/23	Federal Withholding, Medicare, & FICA withheld 7/10/23 Payroll (Acknowledgement #92831570)	$12,768.56
0	482	NATIONWIDE	7/10/23	Annuity withheld 7/10/23 Payroll	$970.00
0	483	TOWN OF DEMOTTE	7/10/23	Dem: Sewer & Water: June 2023 (Conf#1236)	$178.49
0	484	TOWN OF WHEATFIELD	7/10/23	Wh: Sewer Service July 2023 (Conf#1238)	$77.35
39463	485	ANTHEM LIFE	7/10/23	Life insurance premiums- July 2023	$96.81
39464	486	CINTAS CORP	7/10/23	Rens: Janitorial supplies	$191.07
39465	487	CINTAS CORP.	7/10/23	DeM & Wh: Janitorial supplies	$346.00
39466	488	ENA SERVICES LLC	7/10/23	Internet Service- June 2023	$1,807.50
39467	489	INDIANA LIBRARY FEDERATIO	7/10/23	CYPD/Youth Service Conference registrations- A. Fagenbaum, K. Hausenfleck; ILF Annual Conference registrations- S. Heldak, E. Parrish	$810.00
39468	490	INDIANA WASTE SERVICE	7/10/23	DeM. & Wh: Trash pick-up July 2023	$184.98
39469	491	KAITLYN LAKIN	7/10/23	Mileage 5/31-7/6/23	$77.29
39470	492	ODP BUSINESS SOLUTIONS, L	7/10/23	Butterfly clamps	$5.24
39471	493	UNIQUE	7/10/23	Collections: Initial/Secondary Placements- June 2023	$164.25

F6c

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
				Total Amount of Claims	$180,127.35

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, July 10, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $180,127.35

Date this 10th day of July ,20 23 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Agenda
Jasper County Public Library
Board of Trustees Budget Committee Meeting
Friday, July 28, 2023 2pm
Rensselaer Public Library

Review of 2024 Budget Recommendations

A
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G.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, August 14, 2023, 6pm
Rensselaer Public Library

Opening of Meeting Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

- Minutes of July Board Meeting
- Bills/Financial Reports
- Salary Ordinance Update (R 7)
- Resolution to Continue in the Public Library Internet Consortium (R 30)

General Business

Oath of Office – Julie Davidson (R 30)	Action
Rensselaer Library Chiller Replacement (R 30)	Action
2024 Budget (R 30)	Action
Indiana Cyber Incident Report Law (R 31)	Information

Director's Report (R 30-R 34) Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES
Jasper County Public Library Board of Trustees
6:00 PM

July 10, 2023
Rensselaer Library

Present: Kevin Kaluf, Janelle Harper, Janett Kingman, Kristie Housman, Janet Umlauf, Patricia Stringfellow, Rayann Gilmore

Absent: Mark Heinig, Julie Davidson

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the June Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Public Relations/Information Policy review, Public Records Policy review, and Patron Tasks/Devices Policy revisions were approved on a motion by J. Harper, seconded by J. Kingman. Motion passed.

Rensselaer Library Author Visit/Story Walk Program: Children's Librarian Janice Wilma, loves the DeMotte Library story walk and has come up with a creative way to bring the experience to Rensselaer. On July 24 local author Shannon Anderson will visit the library to meet with young readers and sell/sign copies of her latest book, I Love Strawberries. As a part of this event, Janice will erect a temporary story walk featuring this story. Families can stroll the library grounds and experience book pages on temporary signage created by a local vendor. The signs will be in place on the day of the program and will then be taken down. Janice hopes to take them to the Farmer's Market later this summer to offer another story walk experience.

Jasper County Public Library at the County Fair: We will have a booth at the fair again this year and will be trying something new that we think fairgoers will love. We will use a 'green screen' to generate cool photos for folks who stop by our booth. Autumn Fagenbaum developed this technique for her Dino Quest program in May and attendees loved it. She has adapted this idea for the fair, creating several neat backgrounds for people to choose from. We will not do a treasure chest this year, but there will be one prize drawing each day. We will do some 'pre fair' publicity to generate interest in visiting our booth.

Flexible Benefit Plan Review: The Library has a board-approved Flexible Benefit Plan. Periodically we have this plan reviewed by an employment law attorney to make certain it is legally compliant. Our plan was reviewed in June, and our attorney shared that there are no legally required changes. As a reminder, the purpose of the plan is to permit eligible employees to use a portion of their pre-tax compensation to pay their premiums for coverage under health and life insurance plans offered by the library.

Director's Report: P. Stringfellow explained that the Library received a letter from the Indiana State Library dated June 23, stating that "at its June 16th meeting, the Indiana Library & Historical Board (ILHB) found Jasper County Public Library to be in compliance with the Public Library Standards for 2022". A compressor went out in one of our air conditioning units at Wheatfield Library. Removal and replacement of the compressor was authorized at a cost of $2,943.75. We anticipate Abonmarche will recommend replacement/upgrade of the Wheatfield heating/cooling equipment in the near future. It was 'on the list' that was given to Abonmarche earlier this year. Budget 2024 work is underway. We look forward to meeting with the Board Budget Committee on July 28 at 2pm at Rensselaer Library. Today we learned that the pergolas at DeMotte have two posts that are bowed and some posts have cracks in them. Countryside Landscaping, the vendor who installed the pergolas, has been contacted.

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 6:11 PM, seconded by K. Housman.

Janet Umlauf

Janet Umlauf, Secretary

Attest: K. Kaluf, President Pro-Tem

CIRCULATION BY HOLDINGS CODE
July 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	41	0	0	41
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	34	4	1	39
Blu-Ray (DBR)	117	2	0	119
Books on CD (DBKCD)	28	2	0	30
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	35	4	1	40
Digital Audiobooks (DDA)	14	0	0	14
DVD (DDVD)	1278	31	9	1318
Equipment (DEQP)	32	0	0	32
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	484	33	18	535
Fiction Fantasy (DFICF)	3	0	0	3
Fiction Inspirational (DFICI)	173	5	0	178
Fiction Mystery (DFICM)	97	12	1	110
Fiction New (DFICNEW)	449	12	15	476
Fiction Science Fiction (DFICSF)	4	1	0	5
Fiction Western (DFICW)	10	0	0	10
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	49	0	8	57
Hanging Bags (DHANG)	47	0	0	47
Hotspots (DWIFI)	5	32	3	40
ILL (DILL)	25	1	0	26
Internet (DINTER)	418	0	0	418
Juv. Audio book (DJAUDB)	11	0	0	11
Juv. Biography (DJBIO)	31	2	1	34
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	49	0	0	49
Juv. Digital Device (DJDDP)	30	0	0	30
Juvenile Easy (DJE)	982	3	3	988
Juv. Easy Non-fiction (DJENF)	61	0	0	61
Juv. Easy Reader (DJER)	529	0	0	529
Juv. Easy Reader NF (DJERN)	21	0	0	21
Juv. Fiction (DJFIC)	788	3	2	793
Juv. Graphic Novel (DJGN)	193	1	4	198
Juv. Holiday books (DJHOL)	28	0	0	28
Juv. Launchpads (DPTAB)	13			13
Juv. Magazine (DJMAG)	48	0	0	48
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	402	7	3	412
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	226	0	0	226
Large Print Fiction (DLPF)	128	15	2	145
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	142	2	6	150
Large Print Nonfic (DLPNF)	3	1	0	4
Large Print Western (DLPW)	4	0	0	4
Magazine (DMAG)	211	0	0	211
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	2	0	0	2
Nonfiction 100 (DNF100)	23	1	0	24
Nonfiction 200 (DNF200)	19	2	0	21
Nonfiction 300 (DNF300)	40	3	0	43
Nonfiction 400 (DNF400)	0	0	0	0
Nonfiction 500 (DNF500)	9	1	1	11
Nonfiction 600 (DNF600)	84	5	0	89
Nonfiction 700 (DNF700)	58	2	2	62
Nonfiction 800 (DNF800)	9	0	0	9
Nonfiction 900 (DNF900)	28	2	0	30
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	30	0	0	30
Nonfiction (DNFIC)	9	0	0	9
Nonfiction New (DNFNEW)	131	7	7	145
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	3	0	0	3
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	1	0	0	1
Reference (DREF)	1	0	0	1
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	9	0	0	9
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	85	0	85
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	10	0	0	10
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	204	5	2	211
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	9	0	0	9
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)				0
Storage (DZSTO)	1	0	0	1

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	22	0	23
Blu-Ray (RBR)	0	295	0	295
Books on CD (RBKCD)	2	31	0	33
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	13	63	0	76
Digital Audiobooks (RDA)	0	12	0	12
DVD (RDVD)	26	1737	8	1771
Equipment (REQP)	0	3	0	3
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	40	555	15	610
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	16	277	9	302
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	6	0	6
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	9	65	0	74
Hanging Bag (RHANG)	0	90	0	90
Hotspots (RWIFI)	7	45	0	52
ILL (RILL)	0	20	0	20
Internet (RINTER)	0	222	0	222
Juv. Audio book (RJAUDB)	3	8	0	11
Juv. Biography (RJBIO)	1	3	0	4
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	35	0	35
Juv. Digital Device (RJDDP)	14	6	0	20
Juvenile Easy (RJE)	9	439	3	451
Juv. Easy Non-fiction (RJENF)	1	54	0	55
Juv. Easy Reader (RJER)	9	373	0	382
Juv. Easy Reader NF (RJERN)	1	54	0	55
Juv. Fiction (RJFIC)	15	334	2	351
Juv. Graphic Novel (RJGN)	28	136	2	166
Juv. Launchpads (RPTAB)	1	8		9
Juv. Magazine (RJMAG)	0	7	0	7
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	8	216	1	225
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	6	169	0	175
Large Print Fiction (RLPF)	1	127	3	131
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	3	181	5	189
Large Print Nonfic (RLPNF)	0	3	0	3
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	4	179	0	183
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	1	0	1
Non-Fiction 100 (RNF100)	0	20	0	20

Non-Fiction 200 (RNF200)	2	22	0	24
Non-Fiction 300 (RNF300)	2	24	0	26
Non-Fiction 400 (RNF400)	0	2	0	2
Non-Fiction 500 (RNF500)	0	14	0	14
Non-Fiction 600 (RNF600)	10	137	0	147
Non-Fiction 700 (RNF700)	9	36	1	46
Non-Fiction 800 (RNF800)	1	5	0	6
Non-Fiction 900 (RNF900)	1	21	2	24
Nonfiction Blu-Ray (RNFBR)	0	1	0	1
Nonfiction DVD (RNFDVD)	1	43	1	45
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	9	113	3	125
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	3	10	0	13
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	30	9	0	39
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	5	24	29
STEAM Kits (RSTEAM)	0	8	0	8
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	0	0	0
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	2	109	3	114
YA Music CD (RYACD)	0	7	0	7
YA Nonfiction (RYANF)	0	4	0	4
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)				0
Storage (RZSTO)	0	3	0	3

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	1	9	10
Blu-Ray (WBR)	3	3	207	213
Books on CD (WBKCD)	5	7	62	74
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	12	1	16	29
Digital Audiobooks (WDA)	1	1	8	10
DVD (WDVD)	26	17	1136	1179
Equipment (WEQP)	0	0	1	1
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	12	19	270	301
Fiction Fantasy (WFICF)	2	0	37	39
Fiction Inspirational (WFICI)	6	1	139	146
Fiction Mystery (WFICM)	3	8	35	46

Fiction New (WFICNEW)	24	8	173	205
Fiction Science Fiction (WFICSF)	0	0	2	2
Fiction Western (WFICW)	0	0	6	6
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	1	26	27
Hanging Bags (WHANG)	0	0	77	77
Hotspots (WWIFI)	5	22	12	39
ILL (WILL)	1	0	27	28
Internet (WINTER)	0	0	122	122
Juv. Audio book (WJAUDB)	0	1	7	8
Juv. Biography (WJBIO)	0	0	13	13
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	8	8
Juv. Digital Device (WJDDP)	4	0	28	32
Juvenile Easy (WJE)	10	1	404	415
Juv. Easy Non-fiction (WJENF)	2	0	83	85
Juv. Easy Reader (WJER)	3	0	155	158
Juv. Easy Reader NF (WJERN)	0	0	10	10
Juv. Fiction (WJFIC)	33	14	489	536
Juv. Graphic Novel (WJGN)	20	0	239	259
Juv. Launchpads (WPTAB)	1		23	24
Juv. Magazine (WJMAG)	0	0	14	14
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	12	3	273	288
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	3	0	328	331
Large Print Fiction (WLPF)	3	9	89	101
Large Print Inspirational (WLPI)	0	2	10	12
Large Print Mystery (WLPM)	0	2	6	8
Large Print New (WLPN)	11	1	74	86
Large Print Nonfic (WLPNF)	1	1	5	7
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	0	0	74	74
Non-Fiction 000 (WNF000)	0	0	3	3
Non-Fiction 100 (WNF100)	0	1	8	9
Non-Fiction 200 (WNF200)	3	1	8	12
Non-Fiction 300 (WNF300)	3	2	18	23
Non-Fiction 400 (WNF400)	0	0	2	2
Non-Fiction 500 (WNF500)	1	0	5	6
Non-Fiction 600 (WNF600)	6	1	58	65
Non-Fiction 700 (WNF700)	2	1	15	18
Non-Fiction 800 (WNF800)	0	0	5	5
Non-Fiction 900 (WNF900)	0	3	37	40
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	0	0	36	36
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	4	2	44	50
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	14	14
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	5	5
Vertical file (WVF)	0	0	2	2
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	3	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	16	2	158	176
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	8	9
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)				0
Storage (WZSTO)	0	0	0	0
TOTAL	8453	6792	5299	20544

CIRCULATION BY HOLDINGS CODE
July 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	41	0	0	41
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	35	27	10	72
Blu-Ray (BR)	120	301	207	628
Books on CD (BKCD)	35	40	62	137
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	60	68	17	145
Digital Audiobooks (DA)	15	13	8	36
DVD (DVD)	1330	1785	1153	4268
Equipment (EQP)	32	3	1	36
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	536	607	303	1446
Fiction Fantasy (FICF)	5	0	37	42
Fiction Inspirational (FICI)	179	6	139	324
Fiction Mystery (FICM)	100	20	36	156
Fiction New (FICNEW)	489	297	197	983
Fiction Science Fiction (FICSF)	4	1	2	7
Fiction Western (FICW)	10	0	6	16

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	6	0	6
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	58	66	34	158
Hanging Bags (HANG)	47	90	77	214
Hotspots (WIFI)	17	99	15	131
ILL (ILL)	26	21	27	74
Internet (INTR)	418	222	122	762
Juv. Audio book (JAUDB)	14	9	7	30
Juv. Biography (JBIO)	32	5	14	51
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	49	35	8	92
Juv. Digital Device (JDDP)	48	6	28	82
Juvenile Easy (JE)	1001	443	410	1854
Juv. Easy Non-Fiction (JENF)	64	**54**	83	201
Juv. Easy Reader (JER)	541	373	155	1069
Juv. Easy Reader NF (JERN)	22	54	10	86
Juv. Fiction (JFIC)	836	351	493	1680
Juv. Graphic Novel (JGN)	241	137	241	619
Juv. Holiday (JHOL)	28	0	0	28
Juv. Launchpads (PTAB)	15	8	23	46
Juv. Magazine (JMAG)	48	7	14	69
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	422	226	277	925
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	0	0	1
Juv. Toddler (JTOD)	235	169	328	732
Large Print Fiction (LPF)	132	151	94	377
Large Print Inspirational (LPI)	0	2	10	12
Large Print Mystery (LPM)	0	2	6	8
Large Print New (LPN)	156	184	85	425
Large Print Nonfic (LPNF)	4	5	5	14
Large Print Western (LPW)	4	0	0	4
Magazine (MAG)	215	179	74	468
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	2	1	3	6
Non-Fiction 100 (NF100)	23	22	8	53
Non-Fiction 200 (NF200)	24	25	8	57
Non-Fiction 300 (NF300)	45	29	18	92
Non-Fiction 400 (NF400)	0	2	2	4
Non-Fiction 500 (NF500)	10	15	6	31
Non-Fiction 600 (NF600)	100	143	58	301
Non-Fiction 700 (NF700)	69	39	18	126
Non-Fiction 800 (NF800)	10	5	5	20
Non-Fiction 900 (NF900)	29	26	39	94
Non-Fiction Blu-Ray (NFBR)	0	1	0	1
Non-Fiction DVD (NFDVD)	31	43	37	111
Nonfiction (NFIC)	9	0	1	10
Nonfiction New (NFNEW)	144	122	54	320
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	3	0	0	3
Professional Coll. (PROF)	0	0	0	0

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	4	10	14	28
Reference (REF)	2	2	20	24
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	9	1	1	11
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	30	9	0	39
SRCS (From other libraries Ill-SRC	0	85	0	85
SRCS (SRCSW) Wheatfield	0	5	24	29
STEAM Kits (STEAM)	10	8	5	23
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	0	3	3
YA Biography (YAB)	1	0	0	1
YA Books on CD (YABKCD)	0	0	3	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	222	116	163	501
YA Music CD (YACD)	0	7	0	7
YA Nonfiction (YANF)	10	4	8	22
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	1	3	0	4
				0
Free reads	91	100	34	225
Games/Puzzles	76	0	10	86
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8621	6895	5360	20876

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1707	1373	949	4029
Nonfiction	544	485	283	1312
CHILDREN'S BOOKS				
Fiction	2917	1527	1637	6081
Nonfiction	547	285	374	1206
YA BOOKS				
Fiction	281	182	197	660
Nonfiction	11	4	8	23
Preloaded Dig Dev, Child	15	8	23	46
Magazines, Adult	215	185	74	474
Magazines, Children	48	7	14	69
Sound Recordings, adult	110	121	93	324
Sound Recordings, ch	110	141	92	343
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	30	99	24	153
STEAM Kits	10	8	5	23

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1485	2140	1411	5036
Equipment	49	102	16	167
Total	8079	6667	5200	19946
A-V Circulation	1705	2402	1596	5703
A-V Circulation as % of total	21.1%	36.0%	30.7%	28.6%

CIRCULATION STATISTICS

July 2023

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	Added Vols.	Withdrew Vols.	**Circulation**	**Total Circ.**
ADULT BOOKS										
Fiction	68	52	**1,707**	90	201	**1,373**	43	1	**949**	**4,029**
Nonfiction	32	4	**544**	25	48	**485**	12	0	**283**	**1,312**
CHILDREN'S BKS										
Fiction	11	0	**2,917**	39	4	**1,527**	55	1	**1,637**	**6,081**
Nonfiction	16	0	**547**	26	0	**285**	26	0	**374**	**1,206**
YA BOOKS										
Fiction	11	1	**281**	13	0	**182**	5	0	**197**	**660**
Nonfiction	1	0	**11**	0	0	**4**	0	0	**8**	**23**
Preloaded Dig Dev	0	0	**15**	0	0	**8**	0	0	**23**	**46**
Magazines,Adult	0	0	**215**	0	0	**185**	0	0	**74**	**474**
Magazines, Child	0	0	**48**	0	0	**7**	0	0	**14**	**69**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	12	0	**110**	19	1	**121**	23	0	**93**	**324**
Sound Rec/Child	0	0	**110**	0	0	**141**	0	0	**92**	**343**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**30**	0	0	**99**	0	0	**24**	**153**
STEAM Kits	0	0	**10**	0	0	**8**	0	0	**5**	**23**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	23	4	**1,485**	30	1	**2,140**	31	1	**1,411**	**5,036**
Equipment	0	0	**49**	0	0	**102**	0	0	**16**	**167**
TOTAL	174	61	**8,079**	242	255	**6,667**	195	3	**5,200**	**19,946**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	87,647	80,376	60,424
Circulation Increase/Decrease	**13.5%**	**24.8%**	**16.2%**

MONTHLY SYSTEM STATISTICS	2022	2023	% change
Current month's Circulation	16,699	19,946	19.4%
Jan. to date circulation	121,335	137,124	13.0%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
25,092	25,108	17,383	17,272	15,395	15,437	**Fiction**
19,922	19,950	19,514	19,491	6,807	6,819	**Nonfiction**
						CHILDREN'S BKS
16,843	16,854	15,639	15,674	14,098	14,152	**Fiction**
9,650	9,666	6,759	6,785	6,774	6,800	**Nonfiction**
						YA BOOKS
2,645	2,655	3,462	3,475	3,656	3,661	**Fiction**
684	685	310	310	70	70	**Nonfiction**
17	17	23	23	32	32	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,746	3,758	1,124	1,142	4,873	4,896	**Sound Rec/Adult**
687	687	4,237	4,237	847	847	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-69	-69	-26	-26	**Software**
0	0	0	0	0	0	**SRCS**
0	0	9	9	9	9	**STEAM Kits**
104	104	-1	-1	43	43	**Vertical Files**
7,980	7,999	11,266	11,295	7,583	7,613	**VHS/DVD/Blu-ray**
118	118	87	87	58	58	**Equipment**
87,534	87,647	80,389	80,376	60,232	60,424	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5
July 2023

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	204	44	139	30	290	63	633	137
LOCAL HISTORY								
In person	4	1	6	2	0	0	10	3
Letters written	6	6	13	13	0	0	19	19
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	418	17	222	9	122	5	762	32
Internet use-Wireless	1271		1054		434		2759	
VCR Use	0	0	0	0	0	0	0	0
Microforms	3	0	16	2	0	0	19	3
Public FAX24	42		0		23		65	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	33	11	0	0	33	11
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	0		9		10		19	
Outreach activities	28	28	0	0	0	0	28	19
Curbside Service	0	0	0	0	0	0	0	0
Meeting Room Use (no. of group	35	12	36	12	15	5	86	29
Study room use	69	6	43	4	38	3	150	13
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							4421	
IN-HOUSE USE ITEMS	308		162		33		503	
SELF-CHECKOUT USE	37		200		52		289	
INTERLIBRARY LOANS								
Requests made for:	8	2	2	1	20	5	30	8
Items rec'd for:	2	1	2	1	20	10	24	12
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	5974	10246	3790	20010
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	230	423	101	754
Number of New Patrons Added	45	33	14	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	2	12	3	18	1	6	6	36

Number attending	66		54		20		140	
Children's Programs (0-5)	1	6	3	18	4	24	8	48
Number attending	6		25		49		80	
Children's Programs (6-11)	0	0	0	0	1	6	1	6
Number attending	0		0		26		26	
YA Programs (12-17)	2	12	0	0	0	0	2	12
Number attending	17		0		0		17	
Adult Programs	6	36	10	60	5	30	21	126
Number attending	31		86		65		182	
Total Number of Programs	**11**	66	**16**	96	**11**	66	**38**	228
Total Persons Attending	**120**		**165**		**160**		**305**	
Total Attending Same Month Last Yr.	209		247		217		673	
Total Staff Hours Spent		184		180		157	521	512
Total Number of In-House Program	**8**		**14**		**11**		**33**	
Total Attendance	**114**		**120**		**160**		**394**	
Total Number of Outreach Program	**3**		**2**		**0**		**5**	
Total Attendance	**6**		**45**		**0**		**51**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5636	68.7%	4377	65.6%	3669	70.3%	13682	68.1%
Corporate	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Juvenile 0-11	133	1.6%	159	2.4%	105	2.0%	397	2.0%
Juvenile-AV	947	11.5%	525	7.9%	834	16.0%	2306	11.5%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	119	1.5%	394	5.9%	140	2.7%	653	3.2%
Reciprocal Juvenile	0	0.0%	6	0.1%	0	0.0%	6	0.0%
Reciprocal Juvenile AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal YA	3	0.0%	0	0.0%	0	0.0%	3	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	4	0.1%	0	0.0%	4	0.0%
School AV	24	0.3%	27	0.4%	0	0.0%	51	0.3%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	117	1.8%	0	0.0%	117	0.6%
Staff	876	10.7%	865	13.0%	284	5.4%	2025	10.1%
Walking books	67	0.8%	45	0.7%	1	0.0%	113	0.6%
YA 12-17	44	0.5%	34	0.5%	8	0.2%	86	3.2%
YA-AV	353	4.3%	115	1.7%	180	3.4%	648	3.2%
Total	8202		6670		5221		20093	
All items borrowed by nonresidents	146	1.8%	433	6.5%	140	2.7%	719	3.6%

R7

Salary Ordinance 2023
Updated 8/14/23

Annabelle Martin has made a lateral move to Technical Services Clerk, replacing Jenna Skinner who was promoted to Library Assistant II.
Name: Annabelle Martin
Classification: Clerk
Hourly Wage: $10.58
Start Date: 7/17/23
Hours Worked: 22
Library: Rensselaer

We have hired Hannah Guess as a Janitor, replacing James Keown who no longer works for the Library.
Name: Hannah Guess
Classification: Janitor
Hourly Wage: $12.36
Start Date: 8/1/23
Hours Worked: 15
Library: DeMotte

We have hired Stephanie Filson as a Clerk, replacing Annabelle Martin, who has made a lateral move to Technical Services Clerk.
Name: Stephanie Filson
Classification: Clerk
Hourly Wage: $10.48
Start Date: 7/24/23
Hours Worked: 17.5
Library: Rensselaer

We have hired Carolynn Orner as a Clerk, replacing Dorene Wynkoop, who no longer works for the Library.
Name: Carolynn Orner
Classification: Clerk
Hourly Wage: $10.48
Start Date: 8/16/23
Hours Worked: 14
Library: Wheatfield

We have hired Norah Kurdelak as a Page, replacing Kiera Steinberg, who no longer works for the Library.
Name: Norah Kurdelak
Classification: Page
Hourly Wage: $7.25
Start Date: 8/1/23
Hours Worked: 9
Library: Wheatfield

R7

We have examined and approved the changes to the 2023 Jasper County Public Library Salary Ordinance. Dated 8/14/23.

Janett Kingman

Kristie Harsman

Julie Davidson

	2020 Disbursed	2021 Disbursed	2022 Budget	2022 Disbursed full year	2023 Budget	2023 Disbursed 6/30/2023	2024 Proposed Budget	% of Total 2024 Budget
1 PERSONAL SERVICES								
1.1 Salaries and wages								
1.11 Salary of librarian	$79,464	$81,095	$83,595	$83,494	$86,944	$43,714	$92,914	
1.12 Salary of Assistants	$1,182,129	$1,177,850	$1,227,154	$1,165,382	$1,220,279	$605,249	$1,332,567	
1.13 Wages of Janitor	$91,767	$82,418	$100,212	$84,252	$99,251	$40,935	$107,763	
1.2 Employee benefits								
1.21 Employer: FICA	$100,901	$99,894	$107,939	$99,373	$107,595	$51,654	$117,293	
1.22 Unemployment Comp	$2,649	$2,176	$2,462	$2,464	$2,531	$1,724	$2,562	
1.23 Employer: PERF	$122,308	$122,212	$126,700	$120,609	$125,868	$63,246	$138,601	
1.24 Employer: Group Insur.	$135,641	$142,111	$173,581	$140,730	$175,454	$75,494	$199,037	
1.3 Other personal services								
1.31 Other personal services								
Total Personal Services	$1,714,857	$1,707,756	$1,821,643	$1,696,304	$1,817,922	$882,015	$1,990,737	67.2%
2 SUPPLIES								
2.1 Office supplies								
2.11 Official records	$336	$46	$500	$412	$500	$162	$500	
2.12 Stationery/printing	$0	$0	$500	$0	$500	$51	$500	
2.13 Other office supplies	$4,660	$5,718	$7,000	$5,615	$6,500	$2,323	$6,000	
2.2 Operating supplies								
2.21 Cleaning/sanitation	$5,560	$6,505	$8,000	$5,816	$7,500	$2,690	$7,500	
2.22 Fuel/oil/lubricants	$0	$0	$0	$0	$0	$0	$0	
2.23 Other operating supplies	$3,488	$4,506	$5,500	$5,008	$6,500	$2,608	$6,000	
2.3 Repair/maintenance supplies								
2.31 Building materials	$123	$104	$1,500	$973	$1,500	$1,412	$1,500	
2.32 Painting supplies	$58	$69	$400	$167	$400	$119	$250	
2.33 Repair parts	$202	$223	$750	$109	$750	$51	$500	
2.4 Other supplies								
2.41 Library supplies	$5,952	$9,713	$15,500	$14,936	$16,500	$5,580	$17,950	
2.42 Marketing supplies	$0	$5	$100	$92	$100	$0	$100	
Total Supplies	$20,378	$26,889	$39,750	$33,128	$40,750	$14,996	$40,800	1.4%

A20

	2020 Disbursed	2021 Disbursed	2022 Budget	2022 Disbursed full year	2023 Budget	2023 Disbursed 6/30/2023	2024 Proposed Budget	% of Total 2024 budget
3 OTHER SERVICES/CHARGES								
3.1 Professional services								
3.11 Consulting services	$0	$0	$0	$0	$0	$0	$0	
3.12 Engineer/Arch Services	$0	$0	$0	$0	$0	$0	$0	
3.13 Legal services	$7,480	$5,816	$6,000	$4,965	$7,000	$2,035	$5,500	
3.14 Other profess. services	$3,100	$2,034	$5,400	$6,678	$6,200	$3,413	$5,100	
3.145 Databases/Licensing Serv	$18,517	$16,750	$30,100	$17,635	$30,100	$6,868	$19,000	
3.146 E-Books Services	$15,000	$30,000	$31,500	$38,075	$40,000	$22,750	$50,000	
3.147 Apps	$0	$0	$100	$0	$100	$0	$100	
3.2 Communication/Transportation								
3.21 Telephone	$13,332	$12,954	$14,000	$12,967	$14,000	$6,506	$14,000	
3.22 Postage	$1,113	$960	$2,000	$1,312	$2,000	$417	$2,000	
3.23 Traveling expenses	$9,103	$9,888	$20,000	$11,703	$20,000	$5,851	$15,000	
3.24 Professional mtgs	$2,077	$163	$9,000	$859	$7,500	$1,239	$7,500	
3.25 Freight/Express	$842	$1,063	$1,800	$1,204	$1,800	$512	$1,800	
3.26 Network expenses	$13,514	$16,515	$84,956	$15,378	$92,220	$7,871	$59,220	
3.3 Printing/Advertising								
3.31 Adv/Public. of notices	$295	$626	$800	$449	$800	$349	$800	
3.32 Printing (not offc. supply)	$0	$0	$0	$0	$0	$0	$0	
3.33 Marketing advertising	$0	$2,339	$3,500	$3,487	$4,500	$4,360	$4,500	
3.4 Insurance								
3.41 Official bonds	$300	$300	$500	$300	$500	$200	$500	
3.42 Other insurance	$30,776	$28,676	$29,000	$28,804	$31,000	$15,005	$33,325	
3.5 Utility services								
3.51 Gas	$12,505	$14,125	$25,000	$18,119	$25,000	$12,734	$30,000	
3.52 Electricity	$86,681	$95,848	$130,000	$102,911	$129,000	$46,242	$129,000	
3.53 Water	$2,726	$3,733	$3,500	$3,341	$3,500	$1,616	$3,500	
3.54 Waste disposal service	$6,409	$7,086	$8,000	$7,428	$9,000	$3,923	$8,000	
3.6 Repairs/maintenance								
3.61 Bldgs/Structures	$59,793	$49,001	$120,000	$57,898	$122,930	$16,030	$83,930	
3.62 Equipment	$844	$171	$500	$1,029	$500	$0	$500	

		2020 Disbursed	2021 Disbursed	2022 Budget	2022 Disbursed full year	2023 Budget	2023 Disbursed 6/30/2023	2024 Proposed Budget	% of Total 2024
3.7	**Rentals**								
3.71	Real estate	$0	$0	$0	$0	$0	$0	$0	
3.72	Equipment	$302	$307	$350	$322	$400	$255	$400	
3.91	Dues	$2,042	$1,893	$2,600	$3,340	$2,600	$369	$2,600	
3.92	Interest on loans	$0	$0	$0	$0	$0	$0	$0	
3.93	Taxes/Assessments	$2,098	$418	$1,200	$418	$500	$41	$500	
3.94	Transfer to LIRF	$0	$0	$50,000	$0	$50,000	$0	$57,286	
3.95	Book reimbursement	$78	$30	$200	$14	$200	$0	$200	
3.96	Petty cash	$0	$0	$120	$0	$120	$0	$120	
3.97	Interview/moving expens	$0	$0	$0	$0	$0	$0	$0	
3.98	Maintenance/service con	$87,815	$117,868	$110,044	$112,366	$124,053	$37,331	$127,257	
	Total Other Services/Charg	$376,739	$418,564	$690,170	$451,002	$725,523	$195,917	$661,638	22.3%
4	**CAPITAL OUTLAYS**								
4.1	Land	$0	$0	$0	$0	$0	$0	$0	
4.2	Buildings	$0	$0	$0	$0	$0	$0	$0	
4.3	Improvements	$0	$0	$0	$0	$0	$0	$0	
4.4	Furniture/equipment	$1,581	$3,370	$40,000	$18,314	$88,000	$47,101	$70,000	
4.5	Other capital outlays	$0	$0	$0	$0	$0	$0	$0	
4.51	Books	$68,026	$91,701	$150,000	$111,536	$150,000	$48,833	$125,000	
4.52	Periodicals,newspapers	$17,307	$16,319	$16,500	$15,350	$16,500	$8,152	$15,150	
4.53	Nonprint materials	$28,670	$44,343	$66,000	$58,718	$60,000	$26,071	$58,000	
	Total Capital Outlays	$115,585	$155,733	$272,500	$203,918	$314,500	$130,158	$268,150	9.1%
	FUND TOTAL	$2,227,560	$2,308,942	$2,824,063	$2,384,352	$2,898,695	$1,223,086	$2,961,325	

Operating Fund Appropriations
2024 Proposed Budget

Things to remember-

- We will not know until the end of the year how much operating balance we will actually have to begin 2024.
- Miscellaneous revenue estimates are estimates. There is no way to be certain that we will get as much as we estimate. We may get more in some areas.
- The budget we have created is based upon what we know at this time. We feel we have included all necessary expenditures we know at this time and have provided for an emergency as well.
- DLGF has announced our growth quotient for our 2024 budget - 4.0%.

Operating Budget- For your benefit we have provided additional information about some funds to give you an idea of why we budgeted the amount that we did in a given category.

1.1 Salaries and Wages --

- Allows for up to a 4% increase in January. The Board determines salary increases at December board meeting.
- INPRS (formerly PERF) employer contribution rate is 11.2% in 2024. This percentage is dictated to us.
- Unemployment rate estimated at 0.5%. (We get firm figures close to year end.)
- Health Insurance rate increase was estimated at 10% upon the advice of our health insurance account manager. We expect to have firm figures later this fall. We budgeted for two additional employees to be on insurance as a contingency, in case someone else decides to pick up this benefit.
- Allows for an increase in hours for our Children's Librarians (from 35 hours per week to 40 hours per week).
- Includes a decrease in hours for our Technical Services Clerk from 29 hours per week to 22 hours per week.
- Includes an increase in minimum salaries for all positions and a related compression increase for all staff if approved by the Board. Recommendations will be coming from the Library Director but we needed to plan for your approval and have adequate funds available if approved.

2.11 Official Records

Vendor checks; tax forms; receipt books; labor posters

2.12 Stationary and Printing

Envelopes/stationary; business cards; note cards

2.13 Other Office Supplies -
Copy paper; printer cartridges, deposit slips

2.21 Cleaning and Sanitation
Paper products; trash bags; cleaning chemicals

2.23 Other Operating Supplies
Light bulbs; ice melt; batteries; air filters; etc.

2.31 Building Materials and Supplies
Ceiling tiles; mulch; landscaping rock

2.32 Paint and Painting Supplies -
For improvements to our buildings

2.33 Repair Parts
parts for toilet repairs, vacuum, lights

2.41 Library Supplies -
For processing supplies, craft supplies, puppets, summer reading program materials, meeting room supplies laminate, book bags, automation materials, spine labels, book jackets, AV containers, etc. This total serves 5 departments. We do not purchase food and/or prizes from this fund.

2.42 Marketing Supplies

3.13 Legal Services -
Attorney fees-employment law consultation, library policy guidance, contract review

3.14 Other Professional Services

Program Presenter fees, water testing, architect fees; background checks

3.145 Databases/Licensing

Email archiving, reference databases, other software licenses

3.146 E-Books

3.147 Apps

3.21 Telephone

3.22 Postage

3.23 Mileage
Courier mileage; staff mileage; air fare for conferences

3.24 Professional Meetings (outside training)— (our library has always been committed to continuing education for staff/Board; State Library requires a certain # of LEU hours for some library staff)

Registration fees, hotel/meal expenses

3.25 Freight/Express—
Book/nonprint shipping

3.26 Network Expenses-

> It is expected that we will be reimbursed for a portion of these costs through federal and state funds. This has been the case for the past several years. If reimbursement disappears we are allowed to pay for these expenses from the Operating and/or Rainy Day fund. We feel we have placed a sufficient amount in operating to cover this contingency. Additionally, we pay for hotspots from this budget line.

3.31 Advertising and Public Notices
Legal ads; help wanted ads

3.33 Marketing/Advertising
Promotional products; booth rental

3.41 Official Bonds
Employee bonds; notary bonds; treasurer bonds

3.42 Other Insurance
Building insurance; D & O liability insurance

3.51 Gas
Based on history

3.52 Electricity
Based on history

3.53 Water
Based on history

3.54 Waste Disposal Service
Sewer + Trash:

3.6 Repairs/Maintenance

3.61 Buildings/Structures – it takes a lot to maintain 3 buildings

	2022	2023	2024
Building Repairs - Plumbing	$8,000	$10,000	$4,500
Exterminators	$600	$800	$800
Boiler inspection	$200	$200	$200
Elevator inspection	$130	$130	$130
Lawn & Tree Treatments	$4,200	$4,200	$4,900
Lawn/landscaping	$9,000	$10,500	$7,500
snow removal	$9,500	$8,000	$5,000
Building repairs- HVAC	$55,000	$55,000	$35,000
Tree Trimming	$2,770	$3,000	$3,000
IDEM drinking water fee	$100	$100	$100
Parking Lot-striping	$4,500	$5,000	$5,300
Locksmith	$500	$500	$1000
Building Repairs – Other (carpet cleaning; contractor repairs; sprinkler maintenance, etc.)	$24,000	$24,000	$15,000
Building Repairs - Lighting/Electrical	$1,500	$1,500	$1,500
TOTAL	$120,000	$122,930	$83,930

3.62 Equipment Repairs - aging buildings equals more repairs and we try to keep things in good repair
Copier drums; fire extinguisher inspection/replacement; phone; contingency

3.72 Equipment Rentals
DeMotte PO Box; safety deposit box; W water cooler

3.91 Dues
MCLS ; NICCL membership fee; ILF; W Chamber; D Chamber; R Rotary & Chamber

3.93 Taxes and Assessments

3.94 Transfer to LIRF

3.95 Book Reimbursement

3.96 Petty Cash

3.98 Maintenance and service Contracts –

	2022	2023	2024
	$	$	$
Pro Account (Flickr)	$60	$60	$0
Domain Registration – Go Daddy	$60	$61	$70
Public WebBrowser	$125	$125	$125
Sophos web/email/firewall exp 2024	$0	$0	$8,000
Roeing –	$25,000	$33,700	$25,000
Engaged Patrons Events	$229	$229	$229
VMware/vSphere virtual server control exp 2023	$0	$2814	$0
Meraki	$2,520	$0	$0
Veeam (back-up maintenance) exp 2023	$0	$4,000	$0
Envisionware (formerly PC Cop)	$922	$922	$1,000
~~PrinterOn~~ ePrintIT	$1,485	$1,485	$1,485
ESET Anti Virus	$1,809	$2,000	$0
Microfilm Maintenance – 2 units	$1,500	$1,500	$1,500
Data 443 (Smart Shield) ransomware recovery	$197	$707	$742
D & S Web Hosting	$480	$480	$115
~~R/D/W server storage maint.~~	$5,500	$0	$0
~~D/W server hardware maint.~~	$500	$0	$0
~~R server host maint.~~	$500	$0	$0
~~Windows Server Standard OS~~		$1,000	$0
~~Windows Server CALs~~		$1,020	$0
Azure Cloud Hosting			$8,400
TLC	$39,000	$41,200	$43,466
Tech Logic Self-Check	$1,332	$1,400	$1,500
Hamstra – W HVAC maintenance	$1,300	$1,300	$1,350
Precision Controls – D & R HVAC	$9,500	$10,000	$10,000
Johnson Controls	$2,550	$3,300	$3,655
Elevator (Kone)	$2,000	$2,100	$2,120
Info Express	$1,025	$1,050	$1,250
Direct Deposit/Positive Pay	$700	$700	$700
AVC (financial acctg)	$1,900	$2,000	$2,440

Unique Management	$1,000	$1,200	$1,860
Debit/Credit Fees – Square	$150	$200	$250
Copiers	$8,700	$9,500	$12,000
TOTAL	$110,044	$124,053	$127,257

4.3 Improvements

4.4 Equipment $

4.51 Books

4.52 Periodicals & Newspapers

4.53 Non-Print (Online Databases & System Software)

Summary

In addition to the Operating Fund, the Board must also approve a budget for the Rainy Day Fund.

Fund Name	Budget
Library Operating Fund	$2,961,325
Rainy Day Fund	$1,062,387
Bond & Interest Redemption Fund	$0
Capital Projects Fund	$0
Library Improvement Reserve Fund	$0

Director's Report
July 2023

Consent Agenda

You will be approving the minutes of the July Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the 2023 Salary Ordinance as presented.**

Resolution to Continue in the Public Library Internet Consortium: In 2005 you agreed to sign a commitment to join the Public Library Internet Consortium. **This year you need to resolve to continue as a member of the Public Library Internet Consortium**. We are required to conduct this business annually. As a member of the Public Library Internet Consortium, we receive the e-rate discount portion of the consortium internet cost. **If you approve the Consent Agenda, you will approve continuing as a member of the Public Library Internet Consortium.**

General Business:

Oath of Office – Julie Davidson: Julie Davidson has been re-appointed to our library board by the Presidents of the Kankakee Valley and West Central School Boards. Julie will take her oath of office at our August meeting.

Rensselaer Library Chiller Update: Arvin Delacruz from Abonmarche will attend our board meeting to present an option for chiller replacement to the board. I have invited our attorney, Emilie Hunt to ensure that our steps are in accordance with Indiana Public Purchasing Law. On a related note, Arvin and his team visited our libraries on August 2 & 3 to present preliminary design concepts to staff for the next iterations of our libraries. Staff reacted to those concepts. Arvin and his team will return on August 29 & 30 with more concepts to review in consideration of staff suggestions and reactions. Staff are excited about being involved with this process and seeing preliminary concepts. They are providing excellent feedback for Abonmarche.

2024 Budget: A budget overview has been provided in your packet. Please see R 20 and R 25. The Budget Committee consisting of Janet Umlauf (Chair), Mark Heinig, and Julie Davidson met with the Director and Business Manager to review the 2024 Budget on July 28 at 2pm. Director and Business Manager met with our DLGF Field Rep virtually on August 3 at 11:15am. At our August meeting the Budget Committee will make their recommendations to the Board, and **the board will need to approve to advertise the budget**. We are no longer required to send a copy of our budget to the County Council for a non-binding review.

Indiana Cyber Incident Report Law: A new law passed, effective July 1, 2021, that requires state agencies and local government entities, including libraries, to report cybersecurity incidents to the Indiana Office of Technology within 2 business days of an incident. Information about the new law and a link to the new reporting hub has been posted here: https://www.in.gov/cybersecurity/in-isac/cyber-incident-reporting-law/. Additionally, all libraries are required to designate a point of contact/cyber incident reporter for our organization before September 1, 2021, and each following year. We have registered our Systems Administrator, Sheila, and me as primary contacts for reporting a cybersecurity incident. I have added this requirement to our Board/Admin Monthly Task List so that we remember to do this each year as required.

Director's Report:

In August three policies are up for review: Art Exhibit/Display Case Use Policy, Bulletin Board Policy, and Photography, Videotaping, and Other Recording Devices Policy. No revisions are recommended.

Regarding the DeMotte Library pergolas, Brent VanSoest from Countryside Landscaping sent the following email on August 2: *I was able to review the pergolas. There are two posts that have warped that we will get replaced. I did see posts with some cracking, but what I saw is normal as the wood dries. There is nothing wrong with these posts structurally and are not a threat to the integrity of the structure. We will get the posts replaced this week or next.*

On occasion I do check in with staff regarding Plexiglass in the library. This summer I asked my department heads to poll staff to get staff input. At the end of July, I sent the following email to my department heads: *I have reviewed the staff input you have provided to me regarding plexiglass in the library. Some staff would like it to be removed. Some staff would like it to remain. Some staff do not have a preference. Because some staff would like it to remain, we will leave the plexiglass in place at this time at each library location. I would like for us to operate similarly in our buildings on this matter. Some staff do move from building to building with their work and we do have the option to send staff to different buildings as the need presents, so I think this is the wisest course of action.*

Digital Access Cards have been prepared for distribution to schools in our service area. Children's Librarians will deliver them when school librarians are ready to receive them. Julie Walstra at KV Schools continues to be the biggest champion of these cards. She is very appreciative of this resource.

We manned a booth in the Community Building at the Jasper County Fair. We enjoyed our week of engagement with our community at the fair, taking keepsake photos with our green screen. DeMotte Children's Librarian, Autumn, who came up with this idea, created and implemented green screen training at all three locations to ensure everyone was ready for the Fair booth. Overall, it went well, and she only received two calls from staff during the week with questions. Photos are currently being edited and will then be sent out to those who stopped by for a photo.

Sheila and I have registered for an in-person meeting hosted by the Indiana Office of Technology on September 6 ^{in} W. Lafayette. We will discuss cybersecurity training opportunities, cyber-threat and attack prevention methods, and other related topics.

System Administrator News

Sheila reports. "I participated in Indiana Virtual Local Government Town Hall – they gave a brief update on Indiana cybersecurity incidents and a nice presentation on Cyber Insurance. I learned the term "Spray and Pray": This term describes when "bad actors" send malicious stuff out to see where it lands. There is an attack every 20 seconds. The bad actors only must get it right (find a vulnerability) once…we must get it right (block them) every single time. I asked about MFA (multi-factor authentication) and staff using their own devices. I learned quite a bit from the answers to my question. I experienced issues with some browser extensions I had installed. This caused me to consider restricting the browser extensions that can be installed on library computers. I researched this to see if other entities are restricting extensions. I first contacted my Counterparts groups. Those who responded had not considered this before but were going to consider it since I brought it up. I asked Alane if they've seen it much, and she said that she's seen it mostly at schools. In general, Roeing doesn't think it's a bad idea to restrict extensions. I'm going to poll staff to see which extensions they use. Then I'll research their safety, and we will restrict extensions to only those that are safe. I will then consider adding new ones to the whitelist as staff request them. Chris and I continued our discussion on next steps for Exchange and Azure migration. We discussed alternate ways to set up shared calendars and multi-factor authentication. I counted SmartShield licenses and contacted the new company to see if we can scale back the number we pay for. With the old company, they said we wouldn't save money by using fewer licenses, but I thought I'd try it with the new company since they charge so much more. Good news…we were able to go from 57 to 28 licenses, which cut our invoice in just about half."

Technical Services News

Becky reports, "There is a new version of BiblioFile, a cataloging product that is free to us from TLC. They sent us the new version, and Sheila was able to put it on all the cataloging computers. Sheila and I did the Digital Access Cards for the coming school year. As usual, we were doing fine until it came time to create the actual patron records. We contacted TLC, and we got access to the server, but it wasn't pulling the correct file. TLC ended up creating the records for us, and we will most likely have them do the record creation in the future. We have had some problems with SRCS items renewing when they shouldn't be, and NOT renewing when they should. TLC suggested that we have 2 rules profiles, one for incoming items, and another for outgoing items. TLC set this up for us (thank you!). I looked at the rules with Rachel Kuhn, and they appear to be correct. It will take some time for transactions to be fully under these new rules."

DeMotte Library News

Shannon reports, "Maintenance man, Dan, is just about finished with the landscape rock. There is a small section left and a few bushes/plant that need to be trimmed and more rock installed around them, then it will be finished! We received a nice Google review, 'Virginia was friendly and so helpful. She helped me get into the system, quickly found what I was looking for and had me out the door in 15 minutes. Such a nice, clean place. Thanks to all of them!' Marlene helped a patron with a genealogy question about Holland Cemetery. Another patron had a question about Otis Ranch from the lates 1880s-1950, which prompted Marlene to research the Otis Ranches in Hoosier Chronicles to find more information for the Indiana Room. Patty received a very sweet thank you note from a patron for the baby bag they were given. The patron commented on how much her older kids were enjoying reading the book that was in the bag. The patron appreciated the bag and for being welcomed into the library each time they visit. Nerf night was a success, again. This was the most adults we've ever had participate, so Autumn and Neile are going to work on an Adult Nerf night for ages 13 and up. Autumn met the new DeMotte Elementary media specialist, Amanda. They've hit it off and Amanda has big plans for the students during library time. After discussing and visiting the DES library, Autumn and Amanda have decided to work together to checkout Stem kits and other items to create fun stations for the students to interact with in the media center. It sounds like this could be the making of a wonderful partnership!"

Rensselaer Library News

Linda reports, "The Fax24 line is not functional, we are referring people to Strack's until it is operational. We completed our Summer Reading Program "All Together Now". We used Beanstack again this summer. The programs were very well attended and had a lot of ENERGY! JCPL was present at the fair with a greenscreen photo op booth in the Community Building. Our Storytime theme was Firefly nominees. We read books, did activities, and had the kids vote for their favorite book. The kids enjoyed casting their votes. Our theme for Storytime at the Fair was Pigs. We read two Elephant and Piggy books and got a few laughs from the kids. The Scout moms provided cookies and supplies to decorate them as pigs, and then they got to eat them! The Storywalk® with I

Love Strawberries was a success. It is always good to have Shannon Anderson here promoting the library and her books."

Wheatfield Library News

Evie reports, "We finished up our Summer Reading Programs. JCPL Youth Services had a new 'passive' Summer Reading for July – a bookmark challenge. Patrons seemed to enjoy it, and Rachael believes it ran pretty well considering it was our first time doing such a program. Another first-time program offered in Youth Services was a Firefly Awards Story Time. At Wheatfield Rachael read each of the Firefly Awards nominees to the participants, and then they voted on their favorite. Patrons could also come in on their time to read the books with their children and have the kids vote then. Each branch did something similar, and Rachael is submitting our results to the Indiana State Library. Both Lauren and Shannon have been killing it with displays in our library! Lauren created an interactive silhouette display that allowed patrons to guess who each children's book character was to receive a small prize (a sticker), along with a number of other fun displays to view. Shannon created a clever display with book jackets, and has done an excellent job of keeping up with the always-changing bestsellers, awesome shelf, endcaps, etc. We hired a few new staff members this month – after 18 years, Dorene Wynkoop has retired as a clerk to enjoy more time at home."

Please contact me if you are unable to attend the August Board meeting or if you have any questions about materials in your packet. -Patty

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JCPL FINANCIAL STATEMENT

July 31, 2023

	Beginning 2023 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,452,984.16	$233,346.88	$1,456,432.75	$83,298.75	$1,641,324.98	$1,637,876.39
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$28,544.83	$1,260.06	$10,547.19	$845.10	$14,275.81	$32,273.45
DeMotte	$10,206.61	$357.03	$4,198.12	$200.00	$3,597.17	$9,605.66
Rensselaer	$15,220.35	$609.89	$4,094.12	$645.10	$7,868.68	$18,994.91
Wheatfield	$3,117.87	$293.14	$2,254.95	$0.00	$2,809.96	$3,672.88
Library Improvement Reserve Fund	$232,697.44	$0.00	$0.00	$19.77	$135.83	$232,833.27
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$1,883,891.24	$0.00	$0.00	$8,187.61	$51,943.86	$1,935,835.10
Includes Investments of $1,878,438.12						
Broadband Connectivity Grant Fund	$0.00	$1,807.50	$10,845.00	$0.00	$18,520.35	$7,675.35
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$237.15	$0.00	$211.99	$10.50	$130.64	$155.80
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ARP Grant Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$8,543.08	$61,519.46	$8,543.08	$61,519.46	$0.00
FICA Tax Collected	$0.00	$8,334.18	$59,987.89	$8,334.18	$59,987.89	$0.00
State Tax Collected	$0.00	$3,659.94	$26,356.56	$3,659.94	$26,356.56	$0.00
County Tax Collected	$0.00	$2,898.10	$20,898.58	$2,898.10	$20,898.58	$0.00
INPRS	$0.00	$3,140.23	$22,353.30	$3,140.23	$22,353.30	$0.00
Deferred Comp Plan	$0.00	$1,940.00	$13,430.00	$1,940.00	$13,430.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,570.56	$24,630.46	$3,664.53	$24,724.67	$94.21
Life Insurance	$0.00	$302.30	$2,126.10	$302.28	$2,125.36	($0.74)
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,601,767.72	$268,802.83	$1,709,339.28	$124,844.07	$1,957,727.29	$3,850,155.73

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Bank Balances

Jasper County Public Library

Report as of: **7/31/23**

	Bank	
1	Alliance Bank	$1,971,447.61
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$1,878,438.12
	Total all banks =	**$3,850,155.73**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$1,804,521.98		Rainy Day	7/29/22	$6,818.65	Jan-23
								$6,399.54	Feb-23
								$7,277.13	Mar-23
								$7,431.22	Apr-23
								$7,966.02	May-23
								$7,835.08	Jun-23
								$8,182.74	Jul-23

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$51,910.38**

F3c.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **7/1/23** *To* **7/31/23**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$86,944.00	$0.00	$86,944.00	$7,314.66	$51,028.42	$35,915.58	41.3
1.12 SALARY OF ASSISTANTS	$1,220,279.00	$0.00	$1,220,279.00	$97,372.88	$702,622.10	$517,656.90	42.4
1.13 WAGES OF JANITORS	$99,251.00	$0.00	$99,251.00	$6,796.22	$47,730.93	$51,520.07	51.9
1.21 EMPLOYER'S SHARE-FICA	$107,595.00	$0.00	$107,595.00	$8,334.18	$59,987.89	$47,607.11	44.2
1.22 UNEMPLOYMENT COMPENSATION	$2,531.00	$0.00	$2,531.00	$499.85	$2,223.59	$307.41	12.1
1.23 EMPLOYER'S CONTRIB.- PERF	$125,868.00	$0.00	$125,868.00	$10,282.45	$73,528.72	$52,339.28	41.6
1.24 EMPLOYER'S CONTRIB.- INS.	$175,454.00	$0.00	$175,454.00	$12,810.43	$88,304.18	$87,149.82	49.7
Subtotal	*$1,817,922.00*		$1,817,922.00	$143,410.67	$1,025,425.83	$792,496.17	43.6
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$162.22	$337.78	67.6
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$51.29	$448.71	89.7
2.13 OTHER OFFICE SUPPLIES	$6,500.00	$0.00	$6,500.00	$647.67	$2,970.90	$3,529.10	54.3
2.21 CLEANING & SANITATION SUPPLIES	$7,500.00	$0.00	$7,500.00	$825.05	$3,514.77	$3,985.23	53.1
2.23 OTHER OPERATING SUPPLIES	$6,500.00	$0.00	$6,500.00	$821.26	$3,429.08	$3,070.92	47.2
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$310.00	$1,722.44	($222.44)	-14.8
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$118.54	$281.46	70.4
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$64.22	$115.17	$634.83	84.6
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$1,780.97	$7,360.55	$9,139.45	55.4
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
Subtotal	*$40,750.00*		$40,750.00	$4,449.17	$19,444.96	$21,305.04	52.3
3. Other Services and Charge							

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$1,809.00	$3,844.00	$3,156.00	45.1
3.14 OTHER PROFESSIONAL SERVICES	$6,200.00	$0.00	$6,200.00	$8,046.95	$11,459.66	($5,259.66)	-84.8
3.145 DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$0.00	$6,867.66	$23,232.34	77.2
3.146 E-BOOKS SERVICES	$40,000.00	$0.00	$40,000.00	$0.00	$22,750.00	$17,250.00	43.1
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,182.42	$7,688.31	$6,311.69	45.1
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$52.31	$469.78	$1,530.22	76.5
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$994.95	$6,846.27	$13,153.73	65.8
3.24 PROFESSIONAL MEETINGS	$7,500.00	$0.00	$7,500.00	$870.00	$2,108.57	$5,391.43	71.9
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$73.47	$585.86	$1,214.14	67.5
3.26 NETWORKING	$92,220.00	$0.00	$92,220.00	$1,023.94	$8,894.82	$83,325.18	90.4
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$454.99	$804.27	($4.27)	-0.5
3.33 MARKETING ADVERTISING	$4,500.00	$0.00	$4,500.00	$0.00	$4,360.00	$140.00	3.1
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$50.00	$250.00	$250.00	50.0
3.42 OTHER INSURANCE	$31,000.00	$0.00	$31,000.00	$0.00	$15,004.50	$15,995.50	51.6
3.51 GAS	$25,000.00	$0.00	$25,000.00	$472.77	$13,207.05	$11,792.95	47.2
3.52 ELECTRICITY	$129,000.00	$0.00	$129,000.00	$8,785.28	$55,026.97	$73,973.03	57.3
3.53 WATER	$3,500.00	$0.00	$3,500.00	$260.69	$1,877.06	$1,622.94	46.4
3.54 WASTE DISPOSAL SERVICES	$9,000.00	$0.00	$9,000.00	$656.89	$4,579.51	$4,420.49	49.1
3.61 BUILDING & STRUCTURES	$122,930.00	$0.00	$122,930.00	$6,422.09	$22,452.06	$100,477.94	81.7
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72 EQUIPMENT RENTALS	$400.00	$0.00	$400.00	$14.39	$269.73	$130.27	32.6
3.91 DUES	$2,600.00	$0.00	$2,600.00	$177.00	$546.00	$2,054.00	79.0
3.93 TAXES & ASSESSMENTS	$500.00	$0.00	$500.00	$0.00	$41.34	$458.66	91.7
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$124,053.00	$0.00	$124,053.00	$40,310.02	$77,641.09	$46,411.91	37.4
Subtotal	*$725,523.00*		$725,523.00	$71,657.16	$267,574.51	$457,948.49	63.1
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$88,000.00	$0.00	$88,000.00	$940.06	$48,041.11	$39,958.89	45.4
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$8,181.14	$57,014.28	$92,985.72	62.0
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$188.95	$8,340.91	$8,159.09	49.4
4.53 NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$4,519.73	$30,591.15	$29,408.85	49.0
Subtotal	*$314,500.00*		$314,500.00	$13,829.88	$143,987.45	$170,512.55	54.2
Grand Total	$2.898.695.00	$0.00	$2,898,695.00	$233,346.88	$1,456,432.75	$1,442,262.25	49.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3C

Appropriation Report for 276 BROADBAND CONNECTIVITY

Jasper County Public Library

F3d

Report Date: From 7/1/23 *To* 7/31/23

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,807.50	$10,845.00	($10,845.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,807.50	$10,845.00	($10,845.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,807.50	$10,845.00	($10,845.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From **7/1/23** *To* **7/31/23**

Varrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	428	PAYROLL	7/10/23	PAYROLL	$56,189.93
39414	429	AARON'S LAWN CARE	7/10/23	DeM: landscape work; DeM, Rens, & Wh: Mowing & edging	$1,260.00
39415	430	ABONMARCHE CONSULTANT	7/10/23	Facilities Assessment & Concepts progress thru 6/15/23	$8,031.25
39416	431	ACE HARDWARE	7/10/23	Maintenance supplies	$123.18
39417	432	AMAZON CAPITAL SERVICES	7/10/23	Books, library & maintenance supplies	$83.16
39418	433	ANTHEM BLUE CROSS BLUE S	7/10/23	Health insurance premiums- July 2023	$15,153.97
39419	434	BAKER & TAYLOR	7/10/23	Books, Continuations, AV, Auto. Yours	$7,418.41
39420	435	BAKER & TAYLOR ENTERTAIN	7/10/23	AV	$2,172.30
39421	436	BRIGHTSPEED	7/10/23	Rens: Fax line service- July 2023, service call	$162.76
39422	437	BUSINESS CARD	7/10/23	Library supplies, postage, I Love Strawberries storywalk license, background check	$565.02
39423	438	CAPITAL ONE	7/10/23	Walmart: Library & other operating supplies	$316.91
39424	439	CAPITAL ONE TRADE CREDIT	7/10/23	Kem's Hardware: Screws	$3.04
39425	440	CAROLYNN DeVRIES	7/10/23	Mileage 5/23-6/14/23	$28.82
39426	441	CI INSURANCE	7/10/23	Notary bond: R. Gilmore	$50.00
39427	442	CULLIGAN WATER CONDITIO	7/10/23	Wh: Water Cooler Rental- July 2023	$14.39
39428	443	DELTA DENTAL	7/10/23	Dental insurance premiums- July 2023	$553.18
39429	444	DEMCO INC	7/10/23	Library supplies	$466.84
39430	445	DEMOTTE DECORATIVE STON	7/10/23	DeM: River rock	$310.00
39431	446	GAYLORD BROS., INC.	7/10/23	DuraShield box, acid-free tissue, paper repair tape	$99.57
39432	447	GRAINGER	7/10/23	Disposable spoons & forks	$54.22
39433	448	HODGES AND DAVIS, P.C.	7/10/23	Legal Assistance: Policy Matters, Vendor Contract Matters	$720.00
39434	449	INDIANA GROCERY GROUP, L	7/10/23	Library supplies	$178.06
39435	450	KANKAKEE VALLEY POST NE	7/10/23	Wh: Newspaper subscription Acct# 0047445	$99.00
39436	451	KIRBY RISK CORPORATION	7/10/23	Light bulbs	$540.36
39437	452	KONE	7/10/23	DeM: Elevator Maintenance Agreement 7/1-9/30/23	$513.27
39438	453	KROGER GARDIS & REGAS, LL	7/10/23	Legal Assistance: Policy Matters and Personnel Matters	$1,089.00
39439	454	KROOSWYK PLUMBING, HEAT	7/10/23	Wh: Test & certify backflow 2", test pvb. 1.5	$360.00
39440	455	MAGAZINE SUBSCRIPTION SE	7/10/23	Wh: People magazine renewal	$89.95
39441	456	MIDWEST COLLABORATIVE F	7/10/23	Annual membership fee	$125.00
39442	457	MIDWEST TAPE LLC	7/10/23	AV, audiobook sleeves	$2,262.62
39443	458	NEILE TRAINOR	7/10/23	Mileage 4/5-6/27/23	$55.02
39444	459	NIMBO IP LLC	7/10/23	Monthly Managed Service- June 2023	$815.00
39445	460	NIPSCO	7/10/23	DeM & Wh: Gas & electric service 5/31-6/30/23	$5,851.64
39446	461	NITCO	7/10/23	DeM: Local phone service July 2023	$138.33
39447	462	ODP BUSINESS SOLUTIONS, L	7/10/23	Library, office, & janitorial supplies	$1,169.06
39448	463	PATTY STRINGFELLOW	7/10/23	Mileage 6/8-6/16/23	$80.57
39449	464	PLAYAWAY PRODUCTS, LLC	7/10/23	Wonderbooks, power adapter	$429.96
39450	465	PRECISION CONTROL SYSTE	7/10/23	Rens: HVAC repairs	$2,325.96
39451	466	PURDUE UNIVERSITY	7/10/23	Rens: Charcuterie Board program presenter	$80.00
39452	467	QUILL LLC	7/10/23	Janitorial & office supplies	$53.71
39453	468	RACHAEL CAVINDER	7/10/23	Mileage 5/3-6/20/23	$62.88
39454	469	RAINBOW BOOK COMPANY	7/10/23	Books	$1,379.55
39455	470	RENSSELAER ROTARY CLUB	7/10/23	2nd quarter dues & meals	$112.00
39456	471	ROEING CORPORATION	7/10/23	Tech Maintenance Support - 2nd Installment 2023	$6,250.00
39457	472	THE LIBRARY CORPORATION	7/10/23	Hosted System Sept 2023- Aug 2024; Library.Solution Software Support Sept 2023-Aug 2024; Its.Marc Sept 2023-Aug 2024; AV Access on Its.Marc Sept 2023-Aug 2024	$33,176.00
39458	473	TRUGREEN PROCESSING CE	7/10/23	Rens: Insect & disease control service, lawn fertilization, grub preventative, Ash Tree treatment	$2,182.58

F4b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39459	474	ULINE	7/10/23	US flags, storage totes, waterhog mats	$1,243.36
39460	475	VISUAL EDGE IT, INC	7/10/23	Rens. Staff Copier maintenance agreement	$103.63
39461	476	VSP INSURANCE CO. (CT)	7/10/23	Vision insurance premiums- July 2023	$202.81
39462	477	ZIESE PLUMBING, HEATING, &	7/10/23	Rens: Repaired men's restroom flush valve	$165.00
0	478	CHRISTINA SANDERS	7/10/23	Courier Mileage: 6/16-6/30/23 (conf#1237)	$324.88
0	479	INDIANA DEPT. OF WORKFOR	7/10/23	2nd Quarter 2023 Unemployment Compensation Payment (conf# 1500034285)	$499.85
0	480	INPRS fbo PERF	7/10/23	INPRS Contributions 7/10/23 Payroll	$6,713.81
0	481	IRS USA TAXPAYMENT	7/10/23	Federal Withholding, Medicare, & FICA withheld 7/10/23 Payroll (Acknowledgement #92831570)	$12,768.56
0	482	NATIONWIDE	7/10/23	Annuity withheld 7/10/23 Payroll	$970.00
0	483	TOWN OF DEMOTTE	7/10/23	Dem: Sewer & Water: June 2023 (Conf#1236)	$178.49
0	484	TOWN OF WHEATFIELD	7/10/23	Wh: Sewer Service July 2023 (Conf#1238)	$77.35
39463	485	ANTHEM LIFE	7/10/23	Life insurance premiums- July 2023	$96.81
39464	486	CINTAS CORP	7/10/23	Rens: Janitorial supplies	$191.07
39465	487	CINTAS CORP.	7/10/23	DeM & Wh: Janitorial supplies	$346.00
39466	488	ENA SERVICES LLC	7/10/23	Internet Service- June 2023	$1,807.50
39467	489	INDIANA LIBRARY FEDERATIO	7/10/23	CYPD/Youth Service Conference registrations- A. Fagenbaum, K. Hausenfleck; ILF Annual Conference registrations- S. Heldak, E. Parrish	$810.00
39468	490	INDIANA WASTE SERVICE	7/10/23	DeM. & Wh: Trash pick-up July 2023	$184.98
39469	491	KAITLYN LAKIN	7/10/23	Mileage 5/31-7/6/23	$77.29
39470	492	ODP BUSINESS SOLUTIONS, L	7/10/23	Butterfly clamps	$5.24
39471	493	UNIQUE	7/10/23	Collections: Initial/Secondary Placements- June 2023	$164.25
0	494	PAYROLL	7/25/23	PAYROLL	$55,293.83
0	495	AFLAC	7/25/23	Supplemental Insurance July 2023 (conf#1240)	$676.52
0	496	ALLIANCE BANK	7/25/23	Direct Deposit Fees -- June 2023	$76.80
0	497	BRIGHTSPEED	7/25/23	Wh: Fax line July 2023 (Conf#1241)	$66.33
0	498	CHRISTINA SANDERS	7/25/23	Courier Mileage: 7/1-7/15/23 (conf#1243)	$365.49
0	499	CITY OF RENSSELAER	7/25/23	Rens: Utilities: 6/5-7/6/23 (Conf# 153133637)	$3,883.17
0	500	INDIANA DEPARTMENT OF HO	7/25/23	DeM & Rens: Boiler Inspection + Permit Fees (Receipt #354034)	$128.55
0	501	INDIANA DEPARTMENT OF RE	7/25/23	State & County Taxes withheld July 2023 Payroll (conf#0-014-087-531)	$6,558.04
0	502	INPRS fbo PERF	7/25/23	INPRS Contributions 7/25/23 Payroll	$6,708.87
0	503	IRS USA TAXPAYMENT	7/25/23	Federal Withholding, Medicare, & FICA withheld 7/25/23 Payroll (Acknowledgement #22879589)	$12,442.88
0	504	NATIONWIDE	7/25/23	Annuity withheld 7/25/23 Payroll	$970.00
0	505	THE TIMES	7/25/23	Rens: Newspaper subscription Acct# 170-00009893 (Conf #1242)	$454.99
0	506	T-MOBILE	7/25/23	Hotspot Data Service 6/2-7/1/23 (Conf #1239)	$1,023.94
0	507	ALLIANCE BANK	7/31/23	Positive Pay Fee- July 2023	$15.00
0	508	SQUARE, INC	7/31/23	Merchant Processing Fees- July 2023	$11.07

F4C

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$268,802.83**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, August 8, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **$268,802.83**

Date this 14th day of August ,20 23 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
July 31, 2023

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$365.08	$4,778.54
DeMotte	$116.57	$1,187.11		
Rensselaer	$223.63	$2,490.33		
Wheatfield	$24.88	$1,101.10		
PHOTOCOPIES:			$552.20	$7,121.59
DeMotte	$153.95	$2,169.91		
Rensselaer	$306.90	$3,619.43		
Wheatfield	$91.35	$1,332.25		
INTEREST (Checking, Repurchase, CDs):			$147.81	$782.81
TAXES:			$82,083.66	$1,626,298.02
Property Tax	$0.00	$880,030.42		
LOIT	$17,903.58	$125,325.06		
License Excise Tax	$0.00	$68,174.36		
Financial Institution Tax	$0.00	$2,607.62		
CVET(Commercial Vehicle Excise)	$0.00	$9,079.00		
LIT Certified Shares	$64,180.08	$541,081.56		
TAXABLE SALES:-			$0.00	$23.83
REFUNDS:			$150.00	$2,320.19
Rebates/Refund	$0.00	$394.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$150.00	$1,800.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$126.19		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$83,298.75**	**$1,641,324.98**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$845.10	$14,275.81
DeMotte	$200.00	$3,597.17		
Rensselaer	$645.10	$7,868.68		
Wheatfield	$0.00	$2,809.96		
LIB. IMPROV. RESERVE FUND:			$19.77	$135.83
Interest Earned	$19.77	$135.83		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$8,187.61	$51,943.86
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$8,187.61	$51,943.86		
Interfund Transfer	$0.00	$0.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,520.35
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$10.50	$130.64
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$92,361.73**	**$1,726,331.47**

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WITHHOLDING ACCOUNT FUNDS:			$32,482.34	$231,395.82
FIT Tax Collected	$8,543.08	$61,519.46		
FICA Collected	$8,334.18	$59,987.89		
State Tax Collected	$3,659.94	$26,356.56		
County Tax Collected	$2,898.10	$20,898.58		
INPRS	$3,140.23	$22,353.30		
Deferred Comp Plan	$1,940.00	$13,430.00		
Pre-tax Insurance Plan	$3,664.53	$24,724.67		
Life Insurance	$302.28	$2,125.36		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$124,844.07**	**$1,957,727.29**

F6a

Voucher List

Jasper County Public Library

Report Date: From 8/1/23 **To** 8/14/23

Varrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	509	PAYROLL	8/10/23	PAYROLL	$58,232.44
0	510	CHRISTINA SANDERS	8/10/23	Courier Mileage: 7/16-7/31/23 (conf#1246)	$446.71
0	511	CHICAGO TRIBUNE	8/10/23	DeM & Rens: Newspaper subscriptions Acct# 20468938	$620.99
0	512	INPRS fbo PERF	8/10/23	INPRS Contributions 8/10/23 Payroll	$6,951.16
0	513	IRS USA TAXPAYMENT	8/10/23	Federal Withholding, Medicare, & FICA withheld 8/10/23 Payroll (Acknowledgement #85066957)	$13,230.56
0	514	NATIONWIDE	8/10/23	Annuity withheld 8/10/23 Payroll	$970.00
0	515	POST-TRIBUNE	8/10/23	DeM & Rens: Newspaper subscriptions Acct#44365252	$212.99
0	516	THE TIMES	8/10/23	Wht: Newspaper subscription Acct# 170-00037838 (Conf #1247)	$427.99
0	517	TOWN OF DEMOTTE	8/10/23	Dem: Sewer & Water: July 2023 (Conf#1248)	$196.80
0	518	TOWN OF WHEATFIELD	8/10/23	Wh: Sewer Service August 2023 (Conf#1249)	$77.35
39472	519	AARON'S LAWN CARE	8/14/23	DeM, Rens, & Wh: Mowing & edging	$1,155.00
39473	520	ABONMARCHE CONSULTANT	8/14/23	Facilities Assessment & Concepts progress thru 7/15/23	$8,601.75
39474	521	ACE HARDWARE	8/14/23	Weed & grass killer	$26.99
39475	522	AMAZON CAPITAL SERVICES	8/14/23	Maintenance, library, & marketing supplies, books	$354.75
39476	523	ANDERSON PUBLIC LIBRARY	8/14/23	Damaged SRCS ILL item#406873	$17.99
39477	524	ANTHEM BLUE CROSS BLUE	8/14/23	Health insurance premiums- August 2023	$15,153.97
39478	525	ANTHEM LIFE	8/14/23	Life insurance premiums- August 2023	$109.41
39479	526	BAKER & TAYLOR	8/14/23	Books, Continuations, AV, Auto. Yours, B & T Licenses	$14,315.59
39480	527	BAKER & TAYLOR ENTERTAIN	8/14/23	AV	$2,098.14
39481	528	BRIGHTSPEED	8/14/23	Rens: Fax line service- August 2023	$63.80
39482	529	BUSINESS CARD	8/14/23	Background checks, notary application fee, refrigerator, library & office supplies	$1,019.29
39483	530	CAPITAL ONE	8/14/23	Walmart: Library supplies	$238.27
39484	531	CARDINAL COPIER SOLUTION	8/14/23	Quarterly maintenance agreement on DeMotte staff copier; contract overage 4/2/23-7/1/23	$849.69
39485	532	CAROLYNN DeVRIES	8/14/23	Mileage 7/16-7/25/23	$39.96
39486	533	CENTER FOR CREATIVE SOL	8/14/23	Staff Development Day presenter	$1,650.00
39487	534	CINTAS CORP	8/14/23	Rens: Janitorial supplies	$191.07
39488	535	CINTAS CORP.	8/14/23	DeM & Wh: Janitorial supplies	$485.00
39489	536	THE COUNTRY CATERERS	8/14/23	Staff Development Day catered lunch	$816.00
39490	537	COUNTRYSIDE LANDSCAPING	8/14/23	Wh: Sprinkler system repairs	$946.18
39491	538	CULLIGAN WATER CONDITIO	8/14/23	Wh: Water Cooler Rental- August 2023; 5-gallon drinking water- 4	$55.19
39492	539	DATA443 RISK MITIGATION IN	8/14/23	Smart Shield licenses & annual maintenance	$341.32
39493	540	DELTA DENTAL	8/14/23	Dental insurance premiums- August 2023	$553.18
39494	541	DEMOTTE DECORATIVE STON	8/14/23	DeM: River rock	$494.00
39495	542	ENVISIONWARE, INC.	8/14/23	Patron computer reservation software annual maintenance	$984.87
39496	543	EVANSVILLE VANDERBURGH	8/14/23	Lost ILL/SRCS item# 39201033466094	$36.99
39497	544	GRAINGER	8/14/23	Ceiling tile paint, exit sign batteries	$19.77
39498	545	THE HAMSTRA GROUP, INC.	8/14/23	Wh: HVAC repairs	$364.50
39499	546	HODGES AND DAVIS, P.C.	8/14/23	Legal Assistance: Vendor Matters	$100.00
39500	547	INDIANA GROCERY GROUP, L	8/14/23	Nerf Night & book discussion treats	$39.96
39501	548	INDIANA WASTE SERVICE	8/14/23	DeM. & Wh: Trash pick-up August 2023	$184.98
39502	549	KROGER GARDIS & REGAS, L	8/14/23	Legal Assistance: Policy Matters and Personnel Matters	$231.00
39503	550	LAUREN DRAKE	8/14/23	Mileage 7/16/23	$23.58
39504	551	MIDWEST TAPE LLC	8/14/23	Hoopla: advance digital payment; AV	$4,061.75
39505	552	ICC BUSINESS PRODUCTS	8/14/23	Office chairs, club chairs	$1,986.19

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39506	553	NIMBO IP LLC	8/14/23	Monthly Managed Service- July 2023	$815.00
39507	554	NITCO	8/14/23	DeM: Local phone service August 2023	$138.33
39508	555	OVERDRIVE, INC.	8/14/23	Deposit on Account for Future Content Purchases	$6,000.00
39509	556	PATTY EENIGENBURG	8/14/23	Mileage 7/17/23	$28.56
39510	557	PLAYAWAY PRODUCTS, LLC	8/14/23	Wonderbooks, Launchpads, power adapter	$1,500.81
39511	558	POSTMASTER	8/14/23	Pre-stamped postcards, stamps	$367.60
39512	559	RAINBOW BOOK COMPANY	8/14/23	Books	$744.25
39513	560	RAINBOW PRINTING	8/14/23	Digital Access Cards	$882.00
39514	561	RAYANN GILMORE	8/14/23	Mileage 4/20-6/19/23	$45.78
39515	562	TEAM SOFTWARE SOLUTION	8/14/23	Public Web Browser Annual Renewal	$125.00
39516	563	THE LIBRARY STORE	8/14/23	tenjam Rad Pad caddy and pads	$926.45
39517	564	TRUGREEN PROCESSING CE	8/14/23	Wh: Ornamental bed weed control; DeM: Insect & disease control service	$369.42
39518	565	ULINE	8/14/23	Utility cart	$159.92
39519	566	VISUAL EDGE IT, INC	8/14/23	Quarterly maintenance agreement on Wh. Staff copier; Rens. Staff Copier maintenance agreement; final quarterly maintenance agreement on old Rens. Staff copier	$1,139.38
39520	567	VSP INSURANCE CO. (CT)	8/14/23	Vision insurance premiums- August 2023	$202.81
39521	568	BRIGHTSPEED	8/14/23	Wh: Fax line August 2023	$66.33
39522	569	NIPSCO	8/14/23	DeM & Wh: Gas & electric service 6/30-8/1/23	$6,940.99
39523	570	ODP BUSINESS SOLUTIONS, L	8/14/23	Office, chair, janitorial & office supplies	$476.30
39524	571	QUILL LLC	8/14/23	Janitorial, office, & library supplies, business cards	$421.19
39525	572	UNIQUE	8/14/23	Collections: Initial/Secondary Placements- July 2023	$131.40
				Total Amount of Claims	**$160,458.64**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 14, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $160,458.64

Date this 14th day of August ,20 23 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

SEPT.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, September 11, 2023, 6pm
Wheatfield Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action
Minutes of August Board Meeting Bills/Financial Reports Policies for Review (R 10, R 20)	
General Business	
2024 Budget Hearing (R 20)	Action
Wheatfield Library Annual Report (R 20)	Information
Director's Report (R 20-R 24)	Information
Items for Future Agendas	
Public Forum	
Adjournment	

To inform, enrich, and empower our diverse community.

MINUTES **August 14, 2023**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Julie Davidson, Kevin Kaluf, Mark Heinig, Janett Kingman, Janelle Harper, Kristie Housman, Patricia Stringfellow, Rayann Gilmore, Arvin Delacruz, Shawn Cox
Absent: Janet Umlauf

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the July Board Meeting Minutes, bills/financial reports, Salary Ordinance update, and Resolution to Continue in the Public Library Internet Consortium were approved as presented, on a motion by K. Housman, seconded by J. Kingman. Motion passed.

Oath of Office – Julie Davidson: J. Davidson took her oath of office. She has been reappointed to our Board by the Presidents of KV and West Central School Boards.

Rensselaer Library Chiller Replacement: Arvin Delacruz from Abonmarche explained the existing chiller at the Rensselaer Library has experienced a partial failure and is only operating at a reduced capacity. The chiller is past its useful life expectancy and an original piece of equipment. Abonmarche's assessment has determined that the chiller is 'on its last leg'. He presented two options to the Board for replacement of the Rensselaer Library chiller. Option 1 would be to purchase a stock item. Engineers at Abonmarche have been monitoring what is available out there and have found a stock chiller which meets the requirements of the specifications and the voltage. This chiller would be available in January 2024, but there is limited time to secure it for the library. The chiller is on hold until Wednesday, August 16, 2023. This chiller is from one of the top three manufacturers that Abonmarche would recommend, and the engineers have vetted it to make sure that it meets the specs. The cost of the unit is $72,000-$75,000 with the final price being confirmed at the time of order. Cost with installation is $140,000-$160,000. Since the library is a government entity the chiller could be secured with a purchase order and no down payment needed. This would allow the time for Abonmarche to do the design and bid out the installation, so we could get it under the contractor's contract. Option 2 would be to design and specify a new piece of equipment then bid and order the chiller. The current lead time for chillers is 10 – 11 plus months from the time of ordering. Waiting to order after design could potentially result in savings of $2000 - $5000. The pros for Option 1are: will allow for replacement of the chiller before summer 2024; will prevent the likely need of additional repairs to the existing chiller for the 2024 cooling season. The cons are: does not allow for competitive bidding for the chiller but does allow for bidding of installation work. The pros for Option 2 are: allows for competitive bidding for both the chiller and installation. The cons are: current lead time for chillers is 10 -11 plus months from the time of ordering; may not be able to complete installation before summer 2024; and the existing chiller may need additional repairs to operate for the summer of 2024. Attorney Shawn Cox explained that public purchasing rules for purchases of $50,000 - $150,000 require soliciting three bids and giving seven days' notice. Option 1 does not meet that requirement; however Special Purchasing rules allow for a special purchase to be made without soliciting bids when there are special circumstances. Special circumstances exist due to the compatibility & availability of a chiller; the fact that the existing chiller may not last another summer; and significant repairs to the current chiller may be needed. M. Heinig moved to move forward with Option 1 due to the special circumstances and availability of a compatible chiller, seconded by K. Kaluf. Shawn shared that documentation for the special purchase should be kept in a special purchasing file for State Board of Accounts review. The documentation should include the memos from Hodges & Davis and Abonmarche. Arvin explained that to move forward with Option 1 Abonmarche will work with the manufacturer to get a finalized price so a purchase order can be issued. A signature from the library may be required. Shawn recommended the Board amend their motion to give P. Stringfellow authorization to sign on the board's behalf. M. Heinig moved to amend his motion to authorize P. Stringfellow to sign on behalf of the board, seconded by K. Kaluf. The motion with the amendment is: to move forward with Option 1 due to the special circumstances and availability of a compatible chiller and to authorize P. Stringfellow to sign on behalf of the board. Motion passed. Abonmarche will move forward with securing the stock chiller. Arvin explained that the construction document design fee, seeking bids for the installation, and supervising the installation are $10,000. K. Housman moved to approve Abonmarche's fee, seconded by J. Harper. Motion passed.

2024 Budget: The Budget Committee consisting of J. Umlauf (Chair), M. Heinig, and J. Davidson met with P. Stringfellow, Director and R. Gilmore, Business Manager to review the 2024 Budget on July 28. The growth quotient for the 2024 Budget is 4%. We stayed within this amount. P. Stringfellow and R. Gilmore met with our DLGF field rep virtually on August 3. This meeting went well. The total of the combined budgets for Operating ($2,961,325) and Rainy Day ($1,062,387) is $4,023,712. J. Kingman moved to advertise the 2024 Budget as presented, seconded by J. Harper. Motion passed.

Indiana Cyber Incident Report Law: A new law passed, effective July 1, 2021, that requires state agencies and local government entities, including libraries, to report cybersecurity incidents to the Indiana Office of Technology within 2 business days of an incident. Additionally, all libraries are required to designate a point of contact/cyber incident reporter for our organization before September 1each year. We have registered our Systems Administrator and Library Director as primary contacts for reporting a cybersecurity incident. This requirement has been added to the Board/Admin Monthly Task List so that we remember to do this each year as required.

Director's Report: P. Stringfellow shared that Brent VanSoest from Countryside Landscaping was able to review the pergolas at the DeMotte Library. The two posts that have warped will be replaced. The posts with some cracking are normal as the wood dries. There is nothing wrong with the posts structurally and are not a threat to the integrity of the structure. At Director request, departments heads polled their staff to get input regarding Plexiglass in the library. Some staff would like it removed. Some staff would like it to remain. Some staff do not have a preference. Because some staff would like it to remain, we will leave the plexiglass in place at this time at each library location. We would like to operate similarly in our buildings on this matter. Some staff do move from building to building for their work, so we think this is the wisest course of action.

Adjournment: With no further matters for discussion K. Housman moved to adjourn the meeting at 6:38 PM, seconded by K. Kaluf.

Janelle Harper
J. Harper, Secretary Pro-Tem

Julie Davidson
Attest: Julie Davidson, President

CIRCULATION BY HOLDINGS CODE
August 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	35	0	0	35
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	26	5	0	31
Blu-Ray (DBR)	146	1	3	150
Books on CD (DBKCD)	18	1	1	20
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	17	1	1	19
Digital Audiobooks (DDA)	14	0	0	14
DVD (DDVD)	1140	36	23	1199
Equipment (DEQP)	38	0	0	38
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	499	25	11	535
Fiction Fantasy (DFICF)	5	0	1	6
Fiction Inspirational (DFICI)	140	2	3	145
Fiction Mystery (DFICM)	108	11	1	120
Fiction New (DFICNEW)	420	17	21	458
Fiction Science Fiction (DFICSF)	5	0	0	5
Fiction Western (DFICW)	8	1	0	9
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	56	2	8	66
Hanging Bags (DHANG)	44	0	0	44
Hotspots (DWIFI)	5	40	3	48
ILL (DILL)	28	0	0	28
Internet (DINTER)	495	0	0	495
Juv. Audio book (DJAUDB)	17	0	0	17
Juv. Biography (DJBIO)	20	0	0	20
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	54	0	0	54
Juv. Digital Device (DJDDP)	17	0	0	17
Juvenile Easy (DJE)	1033	9	6	1048
Juv. Easy Non-fiction (DJENF)	54	0	0	54
Juv. Easy Reader (DJER)	518	3	0	521
Juv. Easy Reader NF (DJERN)	16	0	0	16
Juv. Fiction (DJFIC)	684	10	0	694
Juv. Graphic Novel (DJGN)	207	0	2	209
Juv. Holiday books (DJHOL)	34	0	0	34
Juv. Launchpads (DPTAB)	12	0	0	12
Juv. Magazine (DJMAG)	33	0	0	33
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	410	5	2	417
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	2	0	0	2
Juv. Toddler (DJTOD)	254	1	0	255
Large Print Fiction (DLPF)	148	30	0	178
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	154	3	4	161
Large Print Nonfic (DLPNF)	4	0	0	4
Large Print Western (DLPW)	8	0	0	8
Magazine (DMAG)	261	0	0	261
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	4	0	0	4
Nonfiction 100 (DNF100)	15	1	0	16
Nonfiction 200 (DNF200)	31	1	0	32
Nonfiction 300 (DNF300)	24	2	0	26
Nonfiction 400 (DNF400)	3	0	1	4
Nonfiction 500 (DNF500)	9	2	2	13
Nonfiction 600 (DNF600)	89	5	4	98
Nonfiction 700 (DNF700)	49	2	0	51
Nonfiction 800 (DNF800)	2	1	0	3
Nonfiction 900 (DNF900)	26	3	0	29
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	34	1	0	35
Nonfiction (DNFIC)	8	0	0	8
Nonfiction New (DNFNEW)	99	6	11	116
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	4	0	0	4
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	2	0	0	2
Reference (DREF)	2	0	0	2
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	7	0	0	7
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	72	0	72
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	13	0	0	13
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	162	8	0	170
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	8	1	3	12
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	2	0	0	2

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	0	23	2	25
Blu-Ray (RBR)	1	293	3	297
Books on CD (RBKCD)	1	59	0	60
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	2	92	0	94
Digital Audiobooks (RDA)	0	13	0	13
DVD (RDVD)	29	1777	28	1834
Equipment (REQP)	0	5	0	5
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	37	548	19	604
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	25	284	9	318
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	12	121	0	133
Hanging Bag (RHANG)	0	44	0	44
Hotspots (RWIFI)	6	30	8	44
ILL (RILL)	0	9	1	10
Internet (RINTER)	0	246	0	246
Juv. Audio book (RJAUDB)	0	8	0	8
Juv. Biography (RJBIO)	3	12	0	15
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	5	7	0	12
Juv. Digital Device (RJDDP)	1	15	1	17
Juvenile Easy (RJE)	12	590	7	609
Juv. Easy Non-fiction (RJENF)	0	26	1	27
Juv. Easy Reader (RJER)	5	393	1	399
Juv. Easy Reader NF (RJERN)	1	40	0	41
Juv. Fiction (RJFIC)	5	335	8	348
Juv. Graphic Novel (RJGN)	17	164	3	184
Juv. Launchpads (RPTAB)	2	8	0	10
Juv. Magazine (RJMAG)	0	7	0	7
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	16	147	2	165
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	1	126	0	127
Large Print Fiction (RLPF)	2	165	0	167
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	5	188	5	198
Large Print Nonfic (RLPNF)	0	9	0	9
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	112	0	112
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	2	0	2
Non-Fiction 100 (RNF100)	1	25	0	26

Non-Fiction 200 (RNF200)	4	28	0	32
Non-Fiction 300 (RNF300)	5	37	2	44
Non-Fiction 400 (RNF400)	0	1	0	1
Non-Fiction 500 (RNF500)	0	14	4	18
Non-Fiction 600 (RNF600)	9	142	5	156
Non-Fiction 700 (RNF700)	12	36	1	49
Non-Fiction 800 (RNF800)	3	14	0	17
Non-Fiction 900 (RNF900)	2	37	0	39
Nonfiction Blu-Ray (RNFBR)	1	0	0	1
Nonfiction DVD (RNFDVD)	4	68	0	72
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	7	93	5	105
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	1	0	1
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	1	0	1
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	68	3	0	71
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	2	2	35	39
STEAM Kits (RSTEAM)	0	5	0	5
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	1	0	1
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	3	96	0	99
YA Music CD (RYACD)	1	19	0	20
YA Nonfiction (RYANF)	0	3	0	3
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	4	0	4

Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	2	5	8
Blu-Ray (WBR)	3	0	272	275
Books on CD (WBKCD)	4	8	62	74
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	7	2	16	25
Digital Audiobooks (WDA)	0	0	8	8
DVD (WDVD)	16	29	1181	1226
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	23	10	246	279
Fiction Fantasy (WFICF)	4	0	51	55
Fiction Inspirational (WFICI)	11	2	101	114
Fiction Mystery (WFICM)	1	3	46	50

Fiction New (WFICNEW)	24	12	176	212
Fiction Science Fiction (WFICSF)	0	0	3	3
Fiction Western (WFICW)	0	0	0	0
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	2	17	19
Hanging Bags (WHANG)	0	0	85	85
Hotspots (WWIFI)	5	29	10	44
ILL (WILL)	0	0	15	15
Internet (WINTER)	0	0	155	155
Juv. Audio book (WJAUDB)	0	1	9	10
Juv. Biography (WJBIO)	0	1	24	25
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	3	0	13	16
Juv. Digital Device (WJDDP)	0	0	15	15
Juvenile Easy (WJE)	11	16	498	525
Juv. Easy Non-fiction (WJENF)	0	0	51	51
Juv. Easy Reader (WJER)	4	2	141	147
Juv. Easy Reader NF (WJERN)	0	0	8	8
Juv. Fiction (WJFIC)	17	13	359	389
Juv. Graphic Novel (WJGN)	2	2	194	198
Juv. Launchpads (WPTAB)	3	0	10	13
Juv. Magazine (WJMAG)	0	0	10	10
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	16	3	238	257
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	4	2	307	313
Large Print Fiction (WLPF)	7	4	113	124
Large Print Inspirational (WLPI)	3	8	14	25
Large Print Mystery (WLPM)	1	1	8	10
Large Print New (WLPN)	5	3	71	79
Large Print Nonfic (WLPNF)	0	5	18	23
Large Print Western (WLPW)	0	0	2	2
Magazine (WMAG)	6	0	56	62
Non-Fiction 000 (WNF000)	0	0	1	1
Non-Fiction 100 (WNF100)	0	0	15	15
Non-Fiction 200 (WNF200)	0	0	18	18
Non-Fiction 300 (WNF300)	1	4	19	24
Non-Fiction 400 (WNF400)	0	0	6	6
Non-Fiction 500 (WNF500)	1	0	3	4
Non-Fiction 600 (WNF600)	7	1	95	103
Non-Fiction 700 (WNF700)	6	0	12	18
Non-Fiction 800 (WNF800)	0	0	4	4
Non-Fiction 900 (WNF900)	0	4	28	32
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	0	32	34
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	1	1	48	50
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	5	5
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	6	6
Vertical file (WVF)	0	0	4	4
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	1	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	16	18	124	158
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	8	9
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	8307	7026	5301	20634

CIRCULATION BY HOLDINGS CODE
August 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	35	0	0	35
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	27	30	7	64
Blu-Ray (BR)	151	294	278	723
Books on CD (BKCD)	23	68	63	154
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	26	95	17	138
Digital Audiobooks (DA)	14	13	8	35
DVD (DVD)	1185	1842	1232	4259
Equipment (EQP)	38	5	0	43
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	559	583	276	1418
Fiction Fantasy (FICF)	9	0	52	61
Fiction Inspirational (FICI)	151	4	104	259
Fiction Mystery (FICM)	109	14	47	170
Fiction New (FICNEW)	469	313	206	988
Fiction Science Fiction (FICSF)	5	0	3	8
Fiction Western (FICW)	8	1	0	9

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	68	125	25	218
Hanging Bags (HANG)	44	44	85	173
Hotspots (WIFI)	16	99	21	136
ILL (ILL)	28	9	16	53
Internet (INTR)	495	246	155	896
Juv. Audio book (JAUDB)	17	9	9	35
Juv. Biography (JBIO)	23	13	24	60
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	62	7	13	82
Juv. Digital Device (JDDP)	18	15	16	49
Juvenile Easy (JE)	1056	615	511	2182
Juv. Easy Non-Fiction (JENF)	54	**26**	52	132
Juv. Easy Reader (JER)	527	398	142	1067
Juv. Easy Reader NF (JERN)	17	40	8	65
Juv. Fiction (JFIC)	706	358	367	1431
Juv. Graphic Novel (JGN)	226	166	197	589
Juv. Holiday (JHOL)	34	0	0	34
Juv. Launchpads (PTAB)	17	8	10	35
Juv. Magazine (JMAG)	33	7	10	50
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	442	155	242	839
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	2	0	0	2
Juv. Toddler (JTOD)	259	129	307	695
Large Print Fiction (LPF)	157	199	113	469
Large Print Inspirational (LPI)	3	8	14	25
Large Print Mystery (LPM)	1	1	8	10
Large Print New (LPN)	164	194	80	438
Large Print Nonfic (LPNF)	4	14	18	36
Large Print Western (LPW)	8	0	2	10
Magazine (MAG)	267	112	56	435
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	4	2	1	7
Non-Fiction 100 (NF100)	16	26	15	57
Non-Fiction 200 (NF200)	35	29	18	82
Non-Fiction 300 (NF300)	30	43	21	94
Non-Fiction 400 (NF400)	3	1	7	11
Non-Fiction 500 (NF500)	10	16	9	35
Non-Fiction 600 (NF600)	105	148	104	357
Non-Fiction 700 (NF700)	67	38	13	118
Non-Fiction 800 (NF800)	5	15	4	24
Non-Fiction 900 (NF900)	28	44	28	100
Non-Fiction Blu-Ray (NFBR)	1	0	0	1
Non-Fiction DVD (NFDVD)	40	69	32	141
Nonfiction (NFIC)	8	0	1	9
Nonfiction New (NFNEW)	107	100	64	271
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	4	0	0	4
Professional Coll. (PROF)	0	2	0	2

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	2	1	5	8
Reference (REF)	50	36	13	99
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	7	1	2	10
Software (SWAR)	1	0	0	1
SRCS (SRCS) DeMotte	68	3	0	71
SRCS (From other libraries III-SRC	0	72	0	72
SRCS (SRCSW) Wheatfield	2	2	35	39
STEAM Kits (STEAM)	13	5	6	24
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	0	1	1	2
YA Biography (YAB)	0	0	0	0
YA Books on CD (YABKCD)	0	0	1	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	181	122	124	427
YA Music CD (YACD)	1	19	0	20
YA Nonfiction (YANF)	9	4	11	24
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	2	4	0	6
				0
Free reads	149	105	23	277
Games/Puzzles	5	4	11	20
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8510	7171	5343	21024

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1794	1426	928	4148
Nonfiction	538	554	341	1433
CHILDREN'S BOOKS				
Fiction	2826	1706	1532	6064
Nonfiction	555	194	318	1067
YA BOOKS				
Fiction	249	247	149	645
Nonfiction	9	4	11	24
Preloaded Dig Dev, Child	17	8	10	35
Magazines, Adult	267	112	56	435
Magazines, Children	33	7	10	50
Sound Recordings, adult	63	177	90	330
Sound Recordings, ch	124	79	107	310
Online databases	0	0	0	0
Software	1	0	0	1
SRCS	70	77	35	182
STEAM Kits	13	5	6	24

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1379	2206	1547	5132
Equipment	54	104	21	179
Total	7992	6906	5161	20059
A-V Circulation	1567	2462	1744	5773
A-V Circulation as % of total	19.6%	35.7%	33.8%	28.8%

CIRCULATION STATISTICS

August 2023

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Total Circ.
ADULT BOOKS										
Fiction	113	22	1,794	89	12	1,426	76	22	928	4,148
Nonfiction	52	65	538	58	82	554	14	0	341	1,433
CHILDREN'S BKS										
Fiction	49	1	2,826	50	3	1,706	39	260	1,532	6,064
Nonfiction	39	0	555	30	0	194	11	0	318	1,067
YA BOOKS										
Fiction	18	0	249	25	0	247	26	54	149	645
Nonfiction	2	0	9	0	0	4	0	0	11	24
Preloaded Dig Dev	3	0	17	0	0	8	3	0	10	35
Magazines,Adult	0	0	267	0	0	112	0	0	56	435
Magazines, Child	0	0	33	0	0	7	0	0	10	50
Games, Toys	0	0	0	0	0	0	0	0	0	0
Sound Rec/Adult	16	0	63	3	0	177	5	176	90	330
Sound Rec/Child	4	0	124	14	0	79	12	0	107	310
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	0	0	1	0	0	0	0	0	0	1
SRCS	0	0	70	0	0	77	0	0	35	182
STEAM Kits	0	0	13	0	0	5	0	0	6	24
Vertical Files	0	0	0	0	0	0	0	0	0	0
DVD/BluRay	41	5	1,379	76	1	2,206	33	0	1,547	5,132
Equipment	0	0	54	0	0	104	0	0	21	179
TOTAL	337	93	7,992	345	98	6,906	219	512	5,161	20,059

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	87,891	80,623	60,131
Circulation Increase/Decrease	21.0%	10.1%	13.7%

MONTHLY SYSTEM STATISTICS	2022	2023	% change
Current month's Circulation	17,415	20,059	15.2%
Jan. to date circulation	138,750	157,183	13.3%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
25,108	25,199	17,272	17,349	15,437	15,491	**Fiction**
19,950	19,937	19,491	19,467	6,819	6,833	**Nonfiction**
						CHILDREN'S BKS
16,854	16,902	15,674	15,721	14,152	13,931	**Fiction**
9,666	9,705	6,785	6,815	6,800	6,811	**Nonfiction**
						YA BOOKS
2,655	2,673	3,475	3,500	3,661	3,633	**Fiction**
685	687	310	310	70	70	**Nonfiction**
17	20	23	23	32	35	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,758	3,774	1,142	1,145	4,896	4,725	**Sound Rec/Adult**
687	691	4,237	4,251	847	859	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-69	-69	-26	-26	**Software**
0	0	0	0	0	0	**SRCS**
0	0	9	9	9	9	**STEAM Kits**
104	104	-1	-1	43	43	**Vertical Files**
7,999	8,035	11,295	11,370	7,613	7,646	**VHS/DVD/Blu-ray**
118	118	87	87	58	58	**Equipment**
87,647	87,891	80,376	80,623	60,424	60,131	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

August 2023

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	215	47	161	35	296	64	672	146
LOCAL HISTORY								
In person	5	1	6	2	0	0	11	3
Letters written	4	4	10	10	0	0	14	14
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	495	21	246	10	155	6	896	37
Internet use-Wireless	1519		1581		651		3751	
VCR Use	0	0	0	0	0	0	0	0
Microforms	7	1	6	1	0	0	13	2
Public FAX24	52		7		43		102	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	25	8	0	0	25	8
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	5		9		6		20	
Outreach activities	47	47	0	0	0	0	47	31
Curbside Service	3	1	0	0	0	0	3	1
Meeting Room Use (no. of group	39	13	41	14	22	7	102	34
Study room use	56	5	27	2	16	1	99	8
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							5094	
IN-HOUSE USE ITEMS	332		0		58		390	
SELF-CHECKOUT USE	23		207		27		257	
INTERLIBRARY LOANS								
Requests made for:	50	13	36	9	13	3	99	25
Items rec'd for:	47	24	33	17	13	7	93	47
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	6074	10303	3847	20224
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	231	424	100	755
Number of New Patrons Added	49	39	22	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	0	0	3	18	1	6	4	24

Number attending	0		12		4		16	
Children's Programs (0-5)	7	42	4	24	4	24	15	90
Number attending	67		46		130		243	
Children's Programs (6-11)	0	0	2	12	5	30	7	42
Number attending	0		38		356		394	
YA Programs (12-17)	3	18	1	6	0	0	4	24
Number attending	32		13		0		45	
Adult Programs	6	36	13	78	4	24	23	138
Number attending	32		127		39		198	
Total Number of Programs	**16**	96	**23**	138	**14**	84	**53**	318
Total Persons Attending	**131**		**236**		**529**		**880**	
Total Attending Same Month Last Yr.	160		222		529		911	
Total Staff Hours Spent		271		245		173	689	674
Total Number of In-House Program	**11**		**20**		**9**		**40**	
Total Attendance	**121**		**183**		**169**		**473**	
Total Number of Outreach Progran	**5**		**3**		**5**		**13**	
Total Attendance	**10**		**53**		**360**		**423**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5280	66.3%	4781	69.4%	3869	56.2%	13930	69.5%
Corporate	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Juvenile 0-11	285	3.6%	245	3.6%	108	1.6%	638	3.2%
Juvenile-AV	901	11.3%	415	6.0%	634	9.2%	1950	9.7%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	171	2.1%	285	4.1%	90	1.3%	546	2.7%
Reciprocal Juvenile	0	0.0%	3	0.0%	21	0.3%	24	0.1%
Reciprocal Juvenile AV	0	0.0%	6	0.1%	0	0.0%	6	0.0%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	11	0.2%	0	0.0%	11	0.1%
School AV	30	0.4%	47	0.7%	0	0.0%	77	0.4%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	104	1.5%	0	0.0%	104	0.5%
Staff	931	11.7%	701	10.2%	302	4.4%	1934	9.7%
Walking books	75	0.9%	79	1.1%	0	0.0%	154	0.8%
YA 12-17	33	0.4%	91	1.3%	14	0.2%	138	2.6%
YA-AV	260	3.3%	121	1.8%	142	2.1%	523	2.6%
Total	7966		6889		6889		20035	
All items borrowed by nonresidents	201	2.5%	352	5.1%	111	1.6%	664	3.3%

R10

Jasper County Public Library Blu-ray and DVD POLICY

1. Borrower must be a registered JCPL library user in good standing.

2. Borrower must be 18 years of age or older, or 17 years of age and younger with a consent form signed by a parent/legal guardian, to borrow Blu-ray/DVDs.

3. Loan period for entertainment Blu-ray/DVDs will be one week including Sundays and holidays with ~~five~~ three renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open. Loan period for nonfiction Blu-ray/ DVDs will be three weeks, with five renewals.

4. If an item has been borrowed for a public performance, it is the borrower's responsibility to determine that the Blu-ray/DVDs has been cleared for public performance.

5. Each person may borrow five (5) entertainment Blu-ray, five (5) entertainment DVDs, five (5) nonfiction Blu-ray, and five (5) nonfiction DVDs which he/she must return before borrowing others.

6. Blu-ray or DVDs may be placed on hold.

Adopted 5/94; revised 9/23

R12

JCPL Long Range Plan Report
September 2023

Goal 1 – JCPL is a welcoming community hub.

Measurable Outcomes:

Increased usage of the library and its services –13% increase in print circulation statistics through August 2023; continued increase in Ebook downloads; many people visited our libraries during the excessive heat warning in August to benefit from our cool spaces.

Improved satisfaction with library website

Evidence of improvements to our facilities inside and out – landscaping, color schemes, furniture, floor coverings, parking – Abonmarche is completing building assessments and meeting with staff to discuss needs and wishes for our library buildings in future; continued with rock installation and plant maintenance at DeMotte Library; made strides with the sensory garden at Wheatfield Library; removing, selling, discarding unnecessary and dated furniture at DeMotte Library; purchased new club chairs for magazine area at Renssealer Library.

Evidence of continued safety training for staff and evaluation of current safety measures – polled staff about the continued use of Plexiglass in the library; cybersecurity training continues; practiced resetting pulled fire pull boxes at Rensselaer Library.

Goal 2 – JCPL will collaborate with community partners to contribute to an interesting, thriving, prosperous community

Measurable Outcomes:

Evidence of new and continued collaboration – offered a story time at the county fair in partnership with a local scout troop and had a booth at the fair providing free keepsake photos for interested fair goers; created/provided a story time plan for Touch of Dutch parade grand marshal program in the park; participated in the KV Back to School Fair; partnered with Indiana State Fair to give out 50 tickets to summer reading participants; continue to partner with Friends of the Library, Chamber, and Rotary.

Evidence of continued communication with community school students and faculty – distributed digital access cards to local schools in our service area; monthly class visits at Wheatfield Elementary School; St. Augustine students are signed up to visit the Rensselaer Library again this school year; added St Lukes Preschool to the list of schools we will visit in Rensselaer.

Evidence of continued communication with community organizations, businesses, and government units – opened bathrooms and made hose and water spigot available for DeMotte Rotary Ramble; participated in Indiana Office of Technology virtual Local Government Town Hall meeting; library staff held a food drive for local food pantries as a part of summer reading events; met with Jasper County Soil and Water regarding Wheatfield Sensory Garden; worked with Jasper County Historical Society on research requests they receive from the community and the annual Cemetery Walk; care center and preschool visits continue; loaned Lilian Fendig painting to Prairie Arts Council for a special exhibit; shared information about Housing Kiosk with book discussion group discussing the book, Evicted (one participant is a member of the Lions Club).

Increased volunteerism in the community

Reviewed and revised policies and practices that are more community-focused

Evidence of continued collaboration with other area libraries – hosted NWI Directors' meeting in August; sent library materials to neighboring libraries to meet book discussion needs when statewide courier service was in chaos; NWI counterparts groups continue to meet and communicate, sharing information and best practices; NICCL libraries continue to collaborate and assist one another; Rensselaer staff provided book discussion questions for Ohio library staff for a book titled, The Pioneer, when Ohio staff could not locate any questions (they used ones we had created!).

Evidence of increased donations and support for the library – local businesses made numerous donations in support of summer reading; community members donate books and other materials to the library for possible inclusion in collection.

Evidence of improved communication amongst community leaders –

Increased attendance at library events – increase in Summer Reading Program participants; overall increase in program participation across libraries; a female has joined the Men's Book Discussion group at Rensselaer – (designed for men but anyone may join).

Evidence of increased awareness of community events –

Leadership training courses available in the community due to library partnership

Goal 3 – JCPL will evaluate services and collections, and how they are marketed to the public

Measurable Outcomes:

Maintained or increased number of patron requests acted upon – all materials requests ordered.

Completed Summer Reading Program evaluation

Logo utilized on marketing and published materials – ongoing.

Marketing materials made available to welcome centers for new residents –

Evidence of increased community awareness of what the library is doing and why – 5-star reviews left for our library on Google; 552 Bing Business Page views for our library, 47 website clicks, and 1 phone call.

Evidence of new and expanded services – added a passive summer reading program to this year's regular summer reading offerings; Rensselaer Library created a portable story walk and held an author visit to launch the walk.

Evidence of community conversations/turning outward – plans being made to host a community conversation in Wheatfield with JCEDO Director.

Goal 4 – JCPL engages its staff and community in lifelong learning.

Measurable Outcomes:

Evidence of staff training on tech competencies, and community engagement – staff received training on green screen and Canva editing; cybersecurity training continues; staff trained on new Inspire; some staff received SRCS training; attended Digipalooza conference; held Staff Development Day, From No to Go: Harnessing Your Inner Voice.

Increased number of learning opportunities in technology, health, finance, security, life skills, literacy, civic-mindedness, and the arts – held ecoBrick program at Rensselaer Library and a Pollinator Buzz Challenge on Beanstack.

Increased number of opportunities for staff to visit other libraries for educational opportunities – youth staff visited Indy Public Library for the ILF Youth Conference.

Increased awareness, promotion, & use of digital resources – we have added Internet Archive statistics to our counts.

Evidence of continued digitization, making accessible interesting and/or historically significant items – named a Digitization Coordinator for JCPL to coordinate our efforts; KVHS 2016 & 2017 yearbooks uploaded to Internet Archive; digitization of board meeting minutes underway.

Evidence of library events where citizens can discuss and learn in a positive environment – library book discussions continue; offered Firefly Award Story Times at all locations; Anime Club; cooking and craft programs.

Director's Report
August 2023

Consent Agenda:

You will be approving the minutes of the August Board meeting, bills, and financial reports.

Policies for Review: Four policies are up for review in September: Board By-Laws, Mission/Role/Values, Blu-ray/DVD Policy, and Group Visit Policy. No revisions are recommended to the Board By-Laws, Mission/Role/Values, and Group Visit Policy. A minor revision is recommended to the Blu-ray/DVD Policy. Please see R 10. We have revised the number of renewals for entertainment Blu-ray/DVDs so that it matches the wording in our Circulation Policy. **If you approve the Consent Agenda items, you will approve revisions to the Blu-ray/DVD Policy as presented.**

General Business:

2024 Budget Hearing: You will hold your hearing for your 2024 Budget. I will bring copies of the budget in case anyone shows up to express a comment or concern.

Wheatfield Library Annual Report: Evie Parrish and Rachael Cavinder will present their annual report of impacts at the September Board meeting.

Director's Report:

Please see R 12 for a Long-Range Plan Update.

All JCPL locations were closed for Staff Development Day at Red Mill Park on August 28. Staff enjoyed a lively conversation centered around the theme, "From No to Go: Harnessing Your Inner Voice". Presenters Keri Marrs-Barron and Cindy Hedge of the Center for Creative Solutions presented the latest research, tips and techniques on how our inner voice can be our best friend - and not our harshest critic. The staff learned that harnessing our inner voice leads to higher productivity, stronger relationships, more creativity, better health, and greater life satisfaction. Staff evaluations were very positive about this training. Staff enjoyed outside time on a gorgeous, sunny, low-humidity day along with a catered lunch. Our staff photo was one of the best we have ever taken. We are thankful for board permission to be closed for these impactful training days.

Abonmarche met with staff twice in August to review concept designs for each of our buildings. Staff are enjoying this process and the opportunity to be involved. The feedback that they provide to Abonmarche is vitally important as we consider how best to use our space for patrons and staff in future. Arvin has indicated that they will be back for Round 3 in September.

I closed Rensselaer Library for a partial day on August 17 due to a fire panel malfunction. Because of VOIP-related issues with the phone line our fire panel was unable to call for fire assistance. We contacted Roeing for assistance because the phone company was unable to correct and learned from our consultant Chris that when fire protection systems are out of service, public buildings are to be evacuated until service has been restored or an official fire watch established. He knew this from previous experience with another business. I had never heard of that, but a review of Indiana Fire Code confirmed this fact. Further research indicated that an official fire watch went beyond library staff 'watching'. To be compliant with Fire Code and with safety in mind, I closed the building until the matter could be corrected. Staff were sent home around 8:30am and called back to the building around 2:15pm.

Rensselaer Library chiller is hanging in there but malfunctioned on the hottest day of the year, August 24. It just could not keep up with the excessive heat in our area. It stopped working and building temps were in the low 80s at 8am and mid to upper 80s midday. I closed the building. Precision technicians were able to correct the issue after spending the afternoon troubleshooting and repairing. The chiller was operational by 6pm on the 24th. The building cooled down nicely overnight, and we were open regular hours again beginning ~~July~~ August 25.

Countryside Landscaping will be installing a large quantity of daffodil and tulip bulbs this fall which will provide a great floral display in and around the story walk at DeMotte Library. The cost will be $2400 with half the cost coming from gift funds. Brent VanSoest is guiding bulb selection and installation. We appreciate his guidance.

Digital Access Cards and a parent letter were distributed to KV, RCHS, and DeMotte Christian School and High School in August. The Friends of the Library fund the physical card. We appreciate their support.

The Indiana State Library (ISL) contracts with a third party to provide library courier service for Indiana libraries. This service moves materials from Indiana library to Indiana library. Last year ISL went out for bid for this service and contracted with a new courier effective July 1, 2023. The lowest bidder, Pillow, won the contract, but since they took over, the courier service has been a mess with huge backlogs, missed stops, lost and damaged materials and other mayhem. The State Library tried to work with this new vendor and gave them several weeks to straighten things out but finally ISL cancelled the contract and resumed service with the previous vendor. State Librarian, Jacob Speer, sent the following message to the Indiana Library community at the end of August:

The State Library is terminating the contract with Pillow Express Logistics and moving the service back to Now Courier. Here are the steps for the transition:

1. *Pillow will continue to make pickups and deliveries through Thursday of this week.*
2. *Now Courier will pick up all materials from Pillow on Friday.*
3. *The week of September 4 Now Courier will sort materials and increase staffing,* ***there will be NO deliveries or pickups next week****.*
4. *The week of September 11 deliveries and pickups will begin to resume.*
5. *There will be a pause on interlibrary lending. Evergreen, SHARE and SRCS will not accept new requests for materials from Thursday, August 31st through Sunday, September 10th. We ask that all libraries suspend accepting requests during this time. There is a chance that the pause in lending will be extended if enough progress hasn't been made by September 10th.*
6. *Now Courier will be calling libraries to confirm that they have correct delivery instructions. Which door to enter, where to put materials etc.*
7. *The transition will take weeks and the target date for a return to normal service is October 1.*
8. *The new rates for the 2024-2025 year will be announced this fall.*
9. *If your library has damaged materials you may submit a claim using this form: https://digital.statelib.lib.in.us/infoexpress/InfoExpressDamageClaimForm.pdf If your library has missing items please hold off from submitting a claim until October 1.*

Ryan Jacobs from Now Courier has told me that he and his staff are dedicated to getting the service back on track. He asks that we ask please be patient during the next couple of weeks and provide any helpful feedback for the success of the transition.

State Library staff have performed admirably through this entire process. The failure of the previous vendor to complete the scope of work is disappointing but we will regroup and move forward.

We are happy to hear that the State Library is working hard to restore good service to Indiana libraries. We pay a fee for this service and staff and patrons rely upon timely delivery.

Rayann and I continued with Budget 2024 work in August. After the August 14 board meeting at which you voted to advertise the proposed budget, we uploaded the ad to Gateway as required.

System Administrator News

Sheila reports, "I participated in Indiana Office of Technology Indiana Virtual Local Governmentt Town Hall - they alerted to payroll scams, malware links in google search results, and KnowBe4 assistance. I reached out to the contact for KnowBe4 to see if I could get some assistance with it. I signed up for it after our first Indiana Office of Technology meeting here at the library. I just haven't had time to figure out where to begin with it. On the 14th I had a virtual meeting with Jeanetta at the Indiana Office of Technology KnowBe4 department. This was definitely time well spent. There are some great staff cyber security training options available for free that I am going to take advantage of. On the 21st I participated in a CISA Webinar - CISA provided an overview of the CISA Cybersecurity State Coordinator's role supporting State and Territorial governments. In order to follow federal recommendation for increased network security, I asked Chris to remove Local admin access to PCs that staff/patrons are logged into. We have had one issue thus far, and we were able to come up with a satisfactory workaround."

Technical Services News

Becky reports, "I participated in the most recent meeting of the Indiana TLC User's Group. Mary also participated. There was discussion of hot spots, and some Public Service things Linda would have known about. She was unable to make it this time. There was even some discussion of the SRCS mess with Pillow. That situation has been resolved by the cancellation of their contract with the State Library, and resumption of the NOW company's contract. There is a long-term plan to catch up the backlog by ceasing requests for a few weeks. Rachel K., Linda and I discussed the situation to see if we needed to make changes to our settings to ensure that we were not sending requests to other participant libraries. SRCS took care of this by setting everyone to HOLIDAY for until September 10."

DeMotte Library News

Shannon reports, "Senior staff enjoyed 2 meetings with Abonmarche. We are excited about what they have proposed so far and grateful that they take our concerns and suggestions seriously. DeMotte staff also greatly enjoyed our Staff Development Day at Red Mill County Park. Many staff remarked that they liked the training, location, and food. Neile chose "back to school" as the theme for the book tower display and placed it in front of the circulation desk, next to the magazines. It had 12 books checked out. She also continues to weed the large print and is happy with the available space to display books now. She has started reaching out to artists to book the 2024 art wall. Neile reached out to a program presenter, Felting by Laura, to do a felting program in October. We are excited for this new craft program!"

Rensselaer Library News

Linda reports, "Our second Barn Quilt program was a hit, and we had two come all the way from Boswell. Our staff are helping the monarch population by once again having an inside viewing area for the metamorphosis process. We are very happy to have Saint Augustine classes back in the building. They always enjoy their walk to the library and being here. Our Fabulous Friday program that replaced Magnificent Monday is doing ok, the patrons that make it, enjoy our activities. We have added a new pre-school that we will visit once a month to do a story time. We are looking forward to resuming our regular programming in September."

Wheatfield Library News

Evie reports, "We had another new clerk start this month – another Carolynn at Wheatfield! Carolynn O. is already doing a great job – I am sure her previous experience as a clerk at a couple other Indiana libraries in the past has made her first few weeks seem like more of a refresher to her than like an entire new job. Kyla, who was hired just mid-July, has also continued to improve and is starting to 'come out of her shell.' With that said, I had yet another resignation given to me the day Carolynn started. Kim, who has been with us for one year, has decided that it's time to be home with her husband. I now don't have any clerks that have been here longer than a year, so it's definitely a challenge ensuring the front desk is managed efficiently and effectively right now."

Please contact me if you are unable to attend the September Board meeting or if you have any questions about materials in your packet. - Patty

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JCPL FINANCIAL STATEMENT
August 31, 2023

	Beginning 2023 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,452,984.16	**$216,792.63**	$1,673,225.38	**$66,090.59**	$1,707,415.57	**$1,487,174.35**
Public Library Access Card Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Gift Fund	$28,544.83	$3,876.90	$14,424.09	$1,378.06	$15,653.87	**$29,774.61**
DeMotte	$10,206.61	**$462.43**	$4,660.55	**$46.50**	$3,643.67	**$9,189.73**
Rensselaer	$15,220.35	**$3,013.69**	$7,107.81	**$877.60**	$8,746.28	**$16,858.82**
Wheatfield	$3,117.87	**$400.78**	$2,655.73	**$453.96**	$3,263.92	**$3,726.06**
Library Improvement Reserve Fund	$232,697.44	**$0.00**	$0.00	**$19.77**	$155.60	**$232,853.04**
Bond & Interest Redemption Fund	$3,142.90	**$0.00**	$0.00	**$0.00**	$0.00	**$3,142.90**
Rainy Day Fund	$1,883,891.24	**$0.00**	$0.00	**$8,463.81**	$60,407.67	**$1,944,298.91**
Includes Investments of: $1,886,897.06						
Broadband Connectivity Grant Fund	$0.00	**$0.00**	$10,845.00	**$0.00**	$18,520.35	**$7,675.35**
Capital Projects Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Includes Investments of:						
Levy Excess Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Sales Tax	$237.15	**$0.00**	$211.99	**$7.09**	$137.73	**$162.89**
Construction Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Petty Cash Funds	$120.00	**$0.00**	$0.00	**$0.00**	$0.00	**$120.00**
Cash Change Fund	$150.00	**$0.00**	$0.00	**$0.00**	$0.00	**$150.00**
Insurance Refund Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Insurance Settlement Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
COVID: CARES ACT mini-grant	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
ARP Grant Fund	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	**$9,032.29**	$70,551.75	**$9,032.29**	$70,551.75	**$0.00**
FICA Tax Collected	$0.00	**$8,763.58**	$68,751.47	**$8,763.58**	$68,751.47	**$0.00**
State Tax Collected	$0.00	**$3,829.43**	$30,185.99	**$3,829.43**	$30,185.99	**$0.00**
County Tax Collected	$0.00	**$3,058.49**	$23,957.07	**$3,058.49**	$23,957.07	**$0.00**
INPRS	$0.00	**$3,254.97**	$25,608.27	**$3,254.97**	$25,608.27	**$0.00**
Deferred Comp Plan	$0.00	**$1,940.00**	$15,370.00	**$1,940.00**	$15,370.00	**$0.00**
Pre-tax Insurance Plan	$0.00	**$3,571.56**	$28,202.02	**$3,571.52**	$28,296.19	**$94.17**
Life Insurance	$0.00	**$302.30**	$2,428.40	**$302.28**	$2,427.64	**($0.76)**
Garnishments	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
Credit Union	$0.00	**$0.00**	$0.00	**$0.00**	$0.00	**$0.00**
TOTAL ALL FUNDS....................	**$3,601,767.72**	**$254,422.15**	**$1,963,761.43**	**$109,711.88**	**$2,067,439.17**	**$3,705,445.46**

F2

Bank Balances

Jasper County Public Library

Report as of: **8/31/23**

	Bank	
1	Alliance Bank	$1,818,278.40
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$1,886,897.06
	Total all banks =	**$3,705,445.46**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$1,804,521.98		Rainy Day	7/29/22	$6,818.65	Jan-23
								$6,399.54	Feb-23
								$7,277.13	Mar-23
								$7,431.22	Apr-23
								$7,966.02	May-23
								$7,835.08	Jun-23
								$8,182.74	Jul-23
								$8,458.94	Aug-23

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$60,369.32**

F3.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **8/1/23** *To* **8/31/23**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$86,944.00	$0.00	$86,944.00	$7,314.66	$58,343.08	$28,600.92	32.9
1.12 SALARY OF ASSISTANTS	$1,220,279.00	$0.00	$1,220,279.00	$101,971.15	$804,593.25	$415,685.75	34.1
1.13 WAGES OF JANITORS	$99,251.00	$0.00	$99,251.00	$7,719.88	$55,450.81	$43,800.19	44.1
1.21 EMPLOYER'S SHARE-FICA	$107,595.00	$0.00	$107,595.00	$8,763.58	$68,751.47	$38,843.53	36.1
1.22 UNEMPLOYMENT COMPENSATION	$2,531.00	$0.00	$2,531.00	$0.00	$2,223.59	$307.41	12.1
1.23 EMPLOYER'S CONTRIB.- PERF	$125,868.00	$0.00	$125,868.00	$10,698.76	$84,227.48	$41,640.52	33.1
1.24 EMPLOYER'S CONTRIB.- INS.	$175,454.00	$0.00	$175,454.00	$12,822.03	$101,126.21	$74,327.79	42.4
Subtotal	*$1,817,922.00*		$1,817,922.00	$149,290.06	$1,174,715.89	$643,206.11	35.4
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$162.22	$337.78	67.6
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$14.07	$65.36	$434.64	86.9
2.13 OTHER OFFICE SUPPLIES	$6,500.00	$0.00	$6,500.00	$504.98	$3,475.88	$3,024.12	46.5
2.21 CLEANING & SANITATION SUPPLIES	$7,500.00	$0.00	$7,500.00	$827.95	$4,342.72	$3,157.28	42.1
2.23 OTHER OPERATING SUPPLIES	$6,500.00	$0.00	$6,500.00	$259.31	$3,688.39	$2,811.61	43.3
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$494.00	$2,216.44	($716.44)	-47.8
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$6.60	$125.14	$274.86	68.7
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$115.17	$634.83	84.6
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$69.01	$7,429.56	$9,070.44	55.0
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$49.99	$49.99	$50.01	50.0
Subtotal	*$40,750.00*		$40,750.00	$2,225.91	$21,670.87	$19,079.13	46.8
3. Other Services and Charge							

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F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$331.00	$4,175.00	$2,825.00	40.4
3.14 OTHER PROFESSIONAL SERVICES	$6,200.00	$0.00	$6,200.00	$8,738.92	$20,198.58	($13,998.58)	-225.8
3.145 DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$4,218.50	$11,086.16	$19,013.84	63.2
3.146 E-BOOKS SERVICES	$40,000.00	$0.00	$40,000.00	$9,000.00	$31,750.00	$8,250.00	20.6
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,083.46	$8,771.77	$5,228.23	37.3
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$367.60	$837.38	$1,162.62	58.1
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$1,031.30	$7,877.57	$12,122.43	60.6
3.24 PROFESSIONAL MEETINGS	$7,500.00	$0.00	$7,500.00	$0.00	$2,108.57	$5,391.43	71.9
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$103.96	$689.82	$1,110.18	61.7
3.26 NETWORKING	$92,220.00	$0.00	$92,220.00	$1,022.84	$9,917.66	$82,302.34	89.2
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$427.99	$1,232.26	($432.26)	-54.0
3.33 MARKETING ADVERTISING	$4,500.00	$0.00	$4,500.00	$0.00	$4,360.00	$140.00	3.1
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$250.00	$250.00	50.0
3.42 OTHER INSURANCE	$31,000.00	$0.00	$31,000.00	$0.00	$15,004.50	$15,995.50	51.6
3.51 GAS	$25,000.00	$0.00	$25,000.00	$905.02	$14,112.07	$10,887.93	43.6
3.52 ELECTRICITY	$129,000.00	$0.00	$129,000.00	$10,265.91	$65,292.88	$63,707.12	49.4
3.53 WATER	$3,500.00	$0.00	$3,500.00	$319.80	$2,196.86	$1,303.14	37.2
3.54 WASTE DISPOSAL SERVICES	$9,000.00	$0.00	$9,000.00	$734.17	$5,313.68	$3,686.32	41.0
3.61 BUILDING & STRUCTURES	$122,930.00	$0.00	$122,930.00	$2,835.10	$25,287.16	$97,642.84	79.4
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$0.00	$500.00	100.0
3.72 EQUIPMENT RENTALS	$400.00	$0.00	$400.00	$14.39	$284.12	$115.88	29.0
3.91 DUES	$2,600.00	$0.00	$2,600.00	$0.00	$546.00	$2,054.00	79.0
3.93 TAXES & ASSESSMENTS	$500.00	$0.00	$500.00	$0.00	$41.34	$458.66	91.7
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$124,053.00	$0.00	$124,053.00	$3,642.49	$81,283.58	$42,769.42	34.5
Subtotal	*$725,523.00*		$725,523.00	$45,042.45	$312,616.96	$412,906.04	56.9
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$88,000.00	$0.00	$88,000.00	$4,010.55	$52,051.66	$35,948.34	40.9
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$10,065.73	$67,080.01	$82,919.99	55.3
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$833.98	$9,174.89	$7,325.11	44.4
4.53 NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$5,323.95	$35,915.10	$24,084.90	40.1
Subtotal	*$314,500.00*		$314,500.00	$20,234.21	$164,221.66	$150,278.34	47.8
Grand Total	$2,898,695.00	$0.00	$2,898,695.00	$216,792.63	$1,673,225.38	$1,225,469.62	42.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3C

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Voucher List

Jasper County Public Library

Report Date: From **8/1/23** *To* **8/31/23**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	509	PAYROLL	8/10/23	PAYROLL	$58,232.44
0	510	CHRISTINA SANDERS	8/10/23	Courier Mileage: 7/16-7/31/23 (conf#1246)	$446.71
0	511	CHICAGO TRIBUNE	8/10/23	DeM & Rens: Newspaper subscriptions Acct# 20468938	$620.99
0	512	INPRS fbo PERF	8/10/23	INPRS Contributions 8/10/23 Payroll	$6,951.16
0	513	IRS USA TAXPAYMENT	8/10/23	Federal Withholding, Medicare, & FICA withheld 8/10/23 Payroll (Acknowledgement #85066957)	$13,230.56
0	514	NATIONWIDE	8/10/23	Annuity withheld 8/10/23 Payroll	$970.00
0	515	POST-TRIBUNE	8/10/23	DeM & Rens: Newspaper subscriptions Acct#44365252	$212.99
0	516	THE TIMES	8/10/23	Wht: Newspaper subscription Acct# 170-00037838 (Conf #1247)	$427.99
0	517	TOWN OF DEMOTTE	8/10/23	Dem: Sewer & Water: July 2023 (Conf#1248)	$196.80
0	518	TOWN OF WHEATFIELD	8/10/23	Wh: Sewer Service August 2023 (Conf#1249)	$77.35
39472	519	AARON'S LAWN CARE	8/14/23	DeM, Rens, & Wh: Mowing & edging	$1,155.00
39473	520	ABONMARCHE CONSULTANT	8/14/23	Facilities Assessment & Concepts progress thru 7/15/23	$8,601.75
39474	521	ACE HARDWARE	8/14/23	Weed & grass killer	$26.99
39475	522	AMAZON CAPITAL SERVICES	8/14/23	Maintenance, library, & marketing supplies, books	$354.75
39476	523	ANDERSON PUBLIC LIBRARY	8/14/23	Damaged SRCS ILL item#406873	$17.99
39477	524	ANTHEM BLUE CROSS BLUE	8/14/23	Health insurance premiums- August 2023	$15,153.97
39478	525	ANTHEM LIFE	8/14/23	Life insurance premiums- August 2023	$109.41
39479	526	BAKER & TAYLOR	8/14/23	Books, Continuations, AV, Auto. Yours, B & T Licenses	$14,315.59
39480	527	BAKER & TAYLOR ENTERTAIN	8/14/23	AV	$2,098.14
39481	528	BRIGHTSPEED	8/14/23	Rens: Fax line service- August 2023	$63.80
39482	529	BUSINESS CARD	8/14/23	Background checks, notary application fee, refrigerator, library & office supplies	$1,019.29
39483	530	CAPITAL ONE	8/14/23	Walmart: Library supplies	$238.27
39484	531	CARDINAL COPIER SOLUTION	8/14/23	Quarterly maintenance agreement on DeMotte staff copier; contract overage 4/2/23-7/1/23	$849.69
39485	532	CAROLYNN DeVRIES	8/14/23	Mileage 7/16-7/25/23	$39.96
39486	533	CENTER FOR CREATIVE SOL	8/14/23	Staff Development Day presenter	$1,650.00
39487	534	CINTAS CORP	8/14/23	Rens: Janitorial supplies	$191.07
39488	535	CINTAS CORP.	8/14/23	DeM & Wh: Janitorial supplies	$485.00
39489	536	THE COUNTRY CATERERS	8/14/23	Staff Development Day catered lunch	$816.00
39490	537	COUNTRYSIDE LANDSCAPING	8/14/23	Wh: Sprinkler system repairs	$946.18
39491	538	CULLIGAN WATER CONDITIO	8/14/23	Wh: Water Cooler Rental- August 2023; 5-gallon drinking water- 4	$55.19
39492	539	DATA443 RISK MITIGATION IN	8/14/23	Smart Shield licenses & annual maintenance	$341.32
39493	540	DELTA DENTAL	8/14/23	Dental insurance premiums- August 2023	$553.18
39494	541	DEMOTTE DECORATIVE STON	8/14/23	DeM: River rock	$494.00
39495	542	ENVISIONWARE, INC.	8/14/23	Patron computer reservation software annual maintenance	$984.87
39496	543	EVANSVILLE VANDERBURGH	8/14/23	Lost ILL/SRCS item# 39201033466094	$36.99
39497	544	GRAINGER	8/14/23	Ceiling tile paint, exit sign batteries	$19.77
39498	545	THE HAMSTRA GROUP, INC.	8/14/23	Wh: HVAC repairs	$364.50
39499	546	HODGES AND DAVIS, P.C.	8/14/23	Legal Assistance: Vendor Matters	$100.00
39500	547	INDIANA GROCERY GROUP, L	8/14/23	Nerf Night & book discussion treats	$39.96
39501	548	INDIANA WASTE SERVICE	8/14/23	DeM. & Wh: Trash pick-up August 2023	$184.98
39502	549	KROGER GARDIS & REGAS, L	8/14/23	Legal Assistance: Policy Matters and Personnel Matters	$231.00
39503	550	LAUREN DRAKE	8/14/23	Mileage 7/16/23	$23.58
39504	551	MIDWEST TAPE LLC	8/14/23	Hoopla: advance digital payment; AV	$4,061.75
39505	552	ICC BUSINESS PRODUCTS	8/14/23	Office chairs, club chairs	$1,986.19

F4b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39506	553	NIMBO IP LLC	8/14/23	Monthly Managed Service- July 2023	$815.00
39507	554	NITCO	8/14/23	DeM: Local phone service August 2023	$138.33
39508	555	OVERDRIVE, INC.	8/14/23	Deposit on Account for Future Content Purchases	$6,000.00
39509	556	PATTY EENIGENBURG	8/14/23	Mileage 7/17/23	$28.56
39510	557	PLAYAWAY PRODUCTS, LLC	8/14/23	Wonderbooks, Launchpads, power adapter	$1,500.81
39511	558	POSTMASTER	8/14/23	Pre-stamped postcards, stamps	$367.60
39512	559	RAINBOW BOOK COMPANY	8/14/23	Books	$744.25
39513	560	RAINBOW PRINTING	8/14/23	Digital Access Cards	$882.00
39514	561	RAYANN GILMORE	8/14/23	Mileage 4/20-6/19/23	$45.78
39515	562	TEAM SOFTWARE SOLUTION	8/14/23	Public Web Browser Annual Renewal	$125.00
39516	563	THE LIBRARY STORE	8/14/23	tenjam Rad Pad caddy and pads	$926.45
39517	564	TRUGREEN PROCESSING CE	8/14/23	Wh: Ornamental bed weed control; DeM: Insect & disease control service	$369.42
39518	565	ULINE	8/14/23	Utility cart	$159.92
39519	566	VISUAL EDGE IT, INC	8/14/23	Quarterly maintenance agreement on Wh. Staff copier; Rens. Staff Copier maintenance agreement; final quarterly maintenance agreement on old Rens. Staff copier	$1,139.38
39520	567	VSP INSURANCE CO. (CT)	8/14/23	Vision insurance premiums- August 2023	$202.81
39521	568	BRIGHTSPEED	8/14/23	Wh: Fax line August 2023	$66.33
39522	569	NIPSCO	8/14/23	DeM & Wh: Gas & electric service 6/30-8/1/23	$6,940.99
39523	570	ODP BUSINESS SOLUTIONS, L	8/14/23	Office, chair, janitorial & office supplies	$476.30
39524	571	QUILL LLC	8/14/23	Janitorial, office, & library supplies, business cards	$421.19
39525	572	UNIQUE	8/14/23	Collections: Initial/Secondary Placements- July 2023	$131.40
0	573	PAYROLL	8/25/23	PAYROLL	$58,773.25
0	574	AFLAC	8/25/23	Supplemental Insurance August 2023 (conf#1250)	$676.52
0	575	ALLIANCE BANK	8/25/23	Direct Deposit Fees -- July 2023	$36.60
0	576	CHRISTINA SANDERS	8/25/23	Courier Mileage: 8/1-8/15/23 (conf#1251)	$446.71
0	577	CITY OF RENSSELAER	8/25/23	Rens: Utilities: 7/6-8/4/23 (Conf# 153246269)	$4,783.98
0	578	INDIANA DEPARTMENT OF RE	8/25/23	State & County Taxes withheld August 2023 Payrolls (conf#0-014-599-116)	$6,887.92
0	579	INPRS fbo PERF	8/25/23	INPRS Contributions 8/25/23 Payroll	$7,002.57
0	580	IRS USA TAXPAYMENT	8/25/23	Federal Withholding, Medicare, & FICA withheld 8/25/23 Payroll (Acknowledgement #270364013652367)	$13,328.89
0	581	NATIONWIDE	8/25/23	Annuity withheld 8/25/23 Payroll	$970.00
0	582	T-MOBILE	8/25/23	Hotspot Data Service 7/2-8/1/23 (Conf #1252)	$1,022.84
0	584	ALLIANCE BANK	8/31/23	Positive Pay Fee- August 2023	$15.00
0	585	SQUARE, INC	8/31/23	Merchant Processing Fees- August 2023	$19.23

F4c

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$254,422.15**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, September 7, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $254,422.15

Date this 11th **day of** September **,20**23**.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
August 31, 2023

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$579.91	$5,358.45
DeMotte	$249.96	$1,437.07		
Rensselaer	$223.99	$2,714.32		
Wheatfield	$105.96	$1,207.06		
PHOTOCOPIES:			$1,044.60	$8,166.19
DeMotte	$403.45	$2,573.36		
Rensselaer	$479.20	$4,098.63		
Wheatfield	$161.95	$1,494.20		
INTEREST (Checking, Repurchase, CDs):			$134.73	$917.54
TAXES:			$64,180.08	$1,690,478.10
Property Tax	$0.00	$880,030.42		
LOIT	$0.00	$125,325.06		
License Excise Tax	$0.00	$68,174.36		
Financial Institution Tax	$0.00	$2,607.62		
CVET(Commercial Vehicle Excise)	$0.00	$9,079.00		
LIT Certified Shares	$64,180.08	$605,261.64		
TAXABLE SALES:-			$1.27	$25.10
REFUNDS:			$150.00	$2,470.19
Rebates/Refund	$50.00	$444.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$100.00	$1,900.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$126.19		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$66,090.59**	**$1,707,415.57**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$1,378.06	$15,653.87
DeMotte	$46.50	$3,643.67		
Rensselaer	$877.60	$8,746.28		
Wheatfield	$453.96	$3,263.92		
LIB. IMPROV. RESERVE FUND:			$19.77	$155.60
Interest Earned	$19.77	$155.60		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$8,463.81	$60,407.67
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$8,463.81	$60,407.67		
Interfund Transfer	$0.00	$0.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,520.35
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$7.09	$137.73
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$75,959.32**	**$1,802,290.79**

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WITHHOLDING ACCOUNT FUNDS:			$33,752.56	$265,148.38
FIT Tax Collected	$9,032.29	$70,551.75		
FICA Collected	$8,763.58	$68,751.47		
State Tax Collected	$3,829.43	$30,185.99		
County Tax Collected	$3,058.49	$23,957.07		
INPRS	$3,254.97	$25,608.27		
Deferred Comp Plan	$1,940.00	$15,370.00		
Pre-tax Insurance Plan	$3,571.52	$28,296.19		
Life Insurance	$302.28	$2,427.64		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$109,711.88**	**$2,067,439.17**

F6a

Voucher List

Jasper County Public Library

Report Date: From **9/1/23** ***To*** **9/11/23**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	583	PAYROLL	9/8/23	PAYROLL	$60,759.32
0	586	CHRISTINA SANDERS	9/8/23	Courier Mileage: 8/16-8/31/23 (conf#1253)	$416.58
0	587	INPRS fbo PERF	9/8/23	INPRS Contributions 9/8/23 Payroll	$7,259.10
0	588	IRS USA TAXPAYMENT	9/8/23	Federal Withholding, Medicare, & FICA withheld 9/8/23 Payroll (Acknowledgement #270365443855731)	$13,829.82
0	589	NATIONWIDE	9/8/23	Annuity withheld 9/8/23 Payroll	$970.00
0	590	TOWN OF WHEATFIELD	9/8/23	Wh: Sewer Service September 2023 (Conf#1254)	$77.35
39526	591	AARON'S LAWN CARE	9/11/23	DeM, Rens & Wh: Mowing & edging	$1,155.00
39527	592	ABONMARCHE CONSULTANT	9/11/23	Facilities Assessment & Concepts progress thru 8/15/23	$13,866.00
39528	593	ACE HARDWARE	9/11/23	Light bulbs, locking outlet covers	$22.54
39529	594	AMAZON CAPITAL SERVICES	9/11/23	Books, digitization equipment, library supplies, repair parts	$357.57
39530	595	ANTHEM BLUE CROSS BLUE	9/11/23	Health insurance premiums- September 2023	$15,153.97
39531	596	ANTHEM LIFE	9/11/23	Life insurance premiums- September 2023	$109.41
39532	597	APPLIED INNOVATION	9/11/23	Quarterly maintenance agreement on patron copiers	$1,204.92
39533	598	BAKER & TAYLOR	9/11/23	Books, Continuations, AV, Auto. Yours	$13,157.75
39534	599	BAKER & TAYLOR ENTERTAIN	9/11/23	AV	$2,358.11
39535	600	BETH HOPKINS	9/11/23	Mileage 8/28/23	$83.19
39536	601	BRIGHTSPEED	9/11/23	Rens: Fax line service- September 2023, service call	$162.78
39537	602	BUSINESS CARD	9/11/23	Domain renewal, Kahoot subscription upgrades & renewals, iPad covers, Digipalooza conference expenses, library supplies	$1,385.76
39538	603	BUSINESS MANAGEMENT DAI	9/11/23	Payroll Legal Alert subscription	$239.00
39539	604	CAPITAL ONE	9/11/23	Walmart: Stick vacuum, library supplies	$218.31
39540	605	CAROLYNN DeVRIES	9/11/23	Mileage 8/15/23	$10.48
39541	606	CINTAS CORP	9/11/23	Rens: Janitorial supplies	$233.00
39542	607	CINTAS CORP.	9/11/23	DeM & Wh: Janitorial supplies	$230.18
39543	608	CULLIGAN WATER CONDITIO	9/11/23	Wh: Water Cooler Rental- September 2023; 5-gallon drinking water- 5	$47.24
39544	609	DANIEL VAN BLAIRCOM	9/11/23	Mileage 12/31/22-4/29/23	$30.73
39545	610	DELTA DENTAL	9/11/23	Dental insurance premiums- September 2023	$585.72
39546	611	DEMCO INC	9/11/23	Bookmarks	$125.32
39547	612	EBSCO INFORMATION SERVI	9/11/23	Consumer Reports database subscription 10/1/23-9/30/24	$2,133.00
39548	613	ENA SERVICES LLC	9/11/23	Internet Service- July 2023	$1,165.50
39549	614	GOVCONNECTION, INC.	9/11/23	iPad Air, Apple pencil, Logitech MX Keys	$1,053.89
39550	615	GOODWIN FIRE EQUIPMENT, I	9/11/23	Annual fire extinguisher inspection and maintenance	$171.25
39551	616	THE HAMSTRA GROUP, INC.	9/11/23	Rens: inspected fax line issues; Wh: replace compressor	$3,186.75
39552	617	ICC BUSINESS PRODUCTS	9/11/23	Copy paper, steel wool soap pads	$63.63
39553	618	INDIANA GROCERY GROUP, L	9/11/23	Book discussion treats, Management Meeting refreshments, Pre-Stem Program supplies, NWI Directors Meeting refreshments	$96.80
39554	619	INDIANA WASTE SERVICE	9/11/23	DeM. & Wh: Trash pick-up September 2023	$184.98
39555	620	KAITLYN LAKIN	9/11/23	Mileage 7/17-8/18/23	$8.52
39556	621	KIM DELGER	9/11/23	Mileage 8/28/23	$60.26
39557	622	LINDA POORTENGA	9/11/23	Digipalooza conference expenses; Mileage 7/12-8/15/23	$532.08
39558	623	MELISSA J. WIDNER	9/11/23	Mileage 8/28/23	$79.26
39559	624	MIDWEST TAPE LLC	9/11/23	AV	$1,221.47
39560	625	NIMBO IP LLC	9/11/23	Monthly Managed Service- August 2023	$815.00
39561	626	NIPSCO	9/11/23	DeM & Wh: Gas & electric service 8/1-8/31/23	$6,919.78
39562	627	NITCO	9/11/23	DeM: Local phone service September 2023	$138.33

F6b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39563	628	ODP BUSINESS SOLUTIONS, L	9/11/23	Toner	$230.32
39564	629	PATTY EENIGENBURG	9/11/23	Mileage 8/28/23	$60.13
39565	630	PATTY STRINGFELLOW	9/11/23	IN Office of Technology Regional Meeting expenses; Mileage 8/3-8/30/23	$164.92
39566	631	THE PENWORTHY COMPANY	9/11/23	Books	$1,806.38
39567	632	PLAYAWAY PRODUCTS, LLC	9/11/23	Power adapters, Launchpads, Wonderbooks	$634.07
39568	633	POST-TRIBUNE	9/11/23	DeM & Rens: Newspaper subscriptions Acct#44365252	$212.99
39569	634	PRECISION CONTROL SYSTE	9/11/23	Rens: Chiller repair	$989.00
39570	635	QUILL LLC	9/11/23	Name tags, chair	$534.40
39571	636	RACHAEL CAVINDER	9/11/23	Mileage 7/26-8/28/23	$85.15
39572	637	REBECCA AMALONG	9/11/23	Mileage 3/16-8/28/23	$108.73
39573	638	ROEING CORPORATION	9/11/23	UPS replacement, troubleshoot phone line for fire panel & fax	$2,140.00
39574	639	SHANNON HELDAK	9/11/23	Mileage 6/12-7/18/23	$48.47
39575	640	TRUGREEN PROCESSING CE	9/11/23	Rens: Insect & disease control service	$104.49
39576	641	UNIQUE	9/11/23	Collections: Initial/Secondary Placements- August 2023	$164.25
39577	642	USA TODAY	9/11/23	Wh: Newspaper subscription Acct# UT4209466	$399.24
39578	643	VICKI DONAHUE	9/11/23	Barn Quilt Program Presenter	$225.00
39579	644	VISUAL EDGE IT, INC	9/11/23	Rens. Staff Copier maintenance agreement	$122.07
39580	645	VSP INSURANCE CO. (CT)	9/11/23	Vision insurance premiums- September 2023	$214.74

Total Amount of Claims **$160,124.00**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, September 11, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$160,124.00**

Date this 11th **day of** September **,20** 23.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

O
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T.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, October 9, 2023, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action
Minutes of September Board Meeting	
Bills/Financial Reports	
Salary Ordinance Update (R 7)	
Policies for Review (R 10, R 20, R 33)	
General Business	
Budget 2024 Adoption (R 15)	Action
Recommendation to Increase Minimums in the Compensation Schedule & Revise Personnel Policy R 33)	Action
Compression Increases (R 34)	Action
Advanced Tax Draw Resolution (R 34)	Action
2024 Slate of Officers (R 34)	Information
Director's Report (R 33–R 37)	Information
Items for Future Agendas	
Public Forum	
Adjournment	

To inform, enrich, and empower our diverse community.

MINUTES **September 11, 2023**
Jasper County Public Library Board of Trustees **Wheatfield Library**
6:00 PM

Present: Mark Heinig, Kevin Kaluf, Julie Davidson, Janet Umlauf, Janett Kingman, Patricia Stringfellow, Rayann Gilmore, Evie Parrish, Rachael Cavinder
Absent: Janelle Harper, Kristie Housman

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda Items including the August Board Meeting Minutes, bills/financial reports, Blu-Ray/DVD Policy revision, and Board By-Laws, Mission/Role/Values & Group Visit Policy reviews were approved as presented on a motion by M. Heinig, seconded by J. Kingman. Motion passed.

2024 Budget Hearing: No citizens were in attendance for the hearing with questions or concerns on the proposed budgets. The President deemed the hearing closed.

Wheatfield Library Annual Report: Evie Parrish, Branch Manager, reported the last year has been rough for maintaining staff. In the past year, 7 new staff members have been hired, and we are still seeking one more clerk. Our most veteran clerk right now just started October 2022, and two of our senior (full-time) staff have been in their positions for less than a year as well. This has put some additional stress on everyone, as we have been required to take on additional responsibilities, train new staff, double-check for mistakes, and create new 'dynamics' among everyone. Senior staff have really learned to work together well, and the clerks are becoming more confident in their tasks and with the patrons. It is great to see that our 'growing pains' have made us stronger. We have done some significant moving of materials over the past year, specifically moving the DVDs to a new location to accommodate recent growth. The space is not perfect, but it allows for a little more growth, and it has really opened the sightlines throughout the children's department. I have also been amazed by how many people have mentioned new awareness of our long-existing audiobook and cd collections, which they are seeing for the first time now that they must travel to the back corner of the adult section for DVDs. Over the past few months, I feel like our patron usage is starting to creep back to pre-covid levels. We have had a lot of patrons coming in to use the library, but in slightly different ways than in the past. While they may not be checking out as many physical books as past years, we are often sharing about Libby and OverDrive to patrons, releasing print jobs, and pointing out the FAX machine. There has been more noise lately (good noise!) with more patrons during programs, tutoring sessions, and playdates. I love it when we feel busy at the front desk! Just this past Saturday, I had two separate patron interactions where the patron said how much they appreciate the library and the services we provide. Always good to hear!

Rachael Cavinder, Children's Specialist, shared last October we hired Lauren Drake as our new Youth Services Assistant. She is doing an amazing job. We make a great team – she is very creative and artsy, does well with technology (one of my weaknesses), is very friendly with all the kids (infants through teens), and doesn't hesitate when asked for new tasks. I have no hesitation leaving her in charge of any of my programs if I'm unable to be there. We offered our first Fall Fun Fest last October with all three libraries offering programming on a Saturday. Last year, Beth from Indiana Wild entertained out patrons. This year, Humane Indiana will be presenting. Here at Wheatfield, after their presentation, we will offer some fun activities, such as a fall craft, Bingo, and a photo booth. Autumn at DeMotte Library spearheaded our awesome photo booth at the fair this year. Lauren has been working on doing something similar at our Fall Fun Fest on October

28. JCPL started our 1,000 Books Before Kindergarten program in 2016. We've been busy registering several new children recently and have many kids who have reached 1,000 books recently or will be very soon. A favorite memory of mine recently was when a Storytime graduate came in to get his 1,000 books sticker and picture taken. You could just see the pride in his smile upon reaching this milestone. He was bursting with joy when I gave him a high-five! We've had 29 kids complete 1,000 books so far!

Director's Report: P. Stringfellow reported concrete repairs are underway at Rensselaer Library. Staff Development Day was held at Red Mill Park on August 28. Staff enjoyed a lively conversation centered around the theme, "From No to Go: Harnessing Your Inner Voice". Presenters Keri Marrs-Barron and Cindy Hedge of the Center for Creative Solutions presented the latest research, tips, and techniques on how our inner voice can be our best friend – and not our harshest critic. The staff learned that harnessing our inner voice leads to higher productivity, stronger relationships, more creativity, better health, and greater life satisfaction. Staff evaluations were very positive about this training. Staff enjoyed outside time on a gorgeous, sunny, low-humidity day along with a catered lunch. Our staff photo was one of the best we have ever taken. We are thankful for board permission to be closed for these impactful training days. The Rensselaer Library chiller is hanging in there but malfunctioned on the hottest day of the year, August 24. It just could not keep up with the excessive heat in our area. It stopped working and building temps were in the low 80s at 8am and mid to upper 80s midday. We closed the building. Precision technicians were able to correct the issue after spending the afternoon troubleshooting and repairing. The chiller was operational by 6pm on the 24th and the building cooled down nicely overnight. We were open regular hours again beginning on August 25. Countryside Landscaping will be installing a large quantity of daffodil and tulip bulbs this fall which will provide a great floral display in and around the story walk at DeMotte Library. The cost will be $2400 with half the cost coming from gift funds. Brent VanSoest is guiding bulb selection and installation.

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 6:31 PM, seconded by K. Kaluf.

Janet Umlauf
Janet Umlauf, Secretary

Julie Davidson
Attest: J. Davidson, President

CIRCULATION BY HOLDINGS CODE
September 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	27	0	0	27
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	31	3	2	36
Blu-Ray (DBR)	117	3	2	122
Books on CD (DBKCD)	37	2	2	41
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	36	1	1	38
Digital Audiobooks (DDA)	17	0	0	17
DVD (DDVD)	1084	35	13	1132
Equipment (DEQP)	39	0	0	39
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	470	27	8	505
Fiction Fantasy (DFICF)	3	0	0	3
Fiction Inspirational (DFICI)	129	4	2	135
Fiction Mystery (DFICM)	70	7	0	77
Fiction New (DFICNEW)	373	16	15	404
Fiction Science Fiction (DFICSF)	7	0	0	7
Fiction Western (DFICW)	0	0	0	0
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	70	3	0	73
Hanging Bags (DHANG)	54	0	0	54
Hotspots (DWIFI)	4	43	1	48
ILL (DILL)	23	0	5	28
Internet (DINTER)	478	0	0	478
Juv. Audio book (DJAUDB)	21	0	0	21
Juv. Biography (DJBIO)	18	0	1	19
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	61	0	0	61
Juv. Digital Device (DJDDP)	24	0	0	24
Juvenile Easy (DJE)	942	20	8	970
Juv. Easy Non-fiction (DJENF)	62	5	2	69
Juv. Easy Reader (DJER)	413	3	2	418
Juv. Easy Reader NF (DJERN)	9	0	0	9
Juv. Fiction (DJFIC)	495	9	1	505
Juv. Graphic Novel (DJGN)	231	0	1	232
Juv. Holiday books (DJHOL)	88	0	0	88
Juv. Launchpads (DPTAB)	6	0	0	6
Juv. Magazine (DJMAG)	30	0	0	30
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	371	13	9	393
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	158	0	2	160
Large Print Fiction (DLPF)	173	29	8	210
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	127	4	3	134
Large Print Nonfic (DLPNF)	5	0	0	5
Large Print Western (DLPW)	11	0	0	11
Magazine (DMAG)	263	0	0	263
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	5	0	0	5
Nonfiction 100 (DNF100)	18	0	0	18
Nonfiction 200 (DNF200)	34	0	0	34
Nonfiction 300 (DNF300)	49	4	0	53
Nonfiction 400 (DNF400)	2	0	0	2
Nonfiction 500 (DNF500)	14	0	0	14
Nonfiction 600 (DNF600)	78	2	10	90
Nonfiction 700 (DNF700)	33	1	0	34
Nonfiction 800 (DNF800)	11	0	0	11
Nonfiction 900 (DNF900)	30	5	0	35
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	24	7	2	33
Nonfiction (DNFIC)	8	2	0	10
Nonfiction New (DNFNEW)	93	7	9	109
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	4	0	0	4
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	1	0	0	1
Reference (DREF)	2	0	0	2
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	15	0	0	15
Software (DSWAR)	1	0	0	1
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	49	0	49
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	5	0	0	5
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	0	0	0	0
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	117	9	1	127
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	16	0	1	17
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	3	0	0	3

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	18	1	20
Blu-Ray (RBR)	3	269	3	275
Books on CD (RBKCD)	0	38	0	38
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	9	46	0	55
Digital Audiobooks (RDA)	0	11	0	11
DVD (RDVD)	28	1599	24	1651
Equipment (REQP)	0	7	0	7
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	38	500	11	549
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	19	248	11	278
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	43	1	45
Hanging Bag (RHANG)	0	76	1	77
Hotspots (RWIFI)	9	27	10	46
ILL (RILL)	0	13	0	13
Internet (RINTER)	0	270	0	270
Juv. Audio book (RJAUDB)	1	2	0	3
Juv. Biography (RJBIO)	0	13	0	13
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	16	0	16
Juv. Digital Device (RJDDP)	0	17	0	17
Juvenile Easy (RJE)	17	715	18	750
Juv. Easy Non-fiction (RJENF)	1	47	2	50
Juv. Easy Reader (RJER)	1	376	2	379
Juv. Easy Reader NF (RJERN)	0	46	1	47
Juv. Fiction (RJFIC)	12	308	5	325
Juv. Graphic Novel (RJGN)	13	237	17	267
Juv. Launchpads (RPTAB)	1	6	0	7
Juv. Magazine (RJMAG)	0	3	0	3
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	8	165	3	176
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	1	214	0	215
Large Print Fiction (RLPF)	3	131	0	134
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	0	194	7	201
Large Print Nonfic (RLPNF)	0	7	0	7
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	92	0	92
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	3	0	3
Non-Fiction 100 (RNF100)	0	13	0	13

Non-Fiction 200 (RNF200)	0	25	0	25
Non-Fiction 300 (RNF300)	3	42	0	45
Non-Fiction 400 (RNF400)	1	1	0	2
Non-Fiction 500 (RNF500)	3	8	0	11
Non-Fiction 600 (RNF600)	7	157	16	180
Non-Fiction 700 (RNF700)	12	23	0	35
Non-Fiction 800 (RNF800)	3	1	0	4
Non-Fiction 900 (RNF900)	3	14	0	17
Nonfiction Blu-Ray (RNFBR)	0	1	0	1
Nonfiction DVD (RNFDVD)	3	40	1	44
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	7	93	9	109
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Playaway View (RVIEW)	0	3	0	3
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	28	9	0	37
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	1	1	20	22
STEAM Kits (RSTEAM)	0	7	1	8
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	1	4	0	5
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	3	70	3	76
YA Music CD (RYACD)	0	4	0	4
YA Nonfiction (RYANF)	0	3	1	4
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	2	0	2
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	2	8	10
Blu-Ray (WBR)	3	1	175	179
Books on CD (WBKCD)	3	2	47	52
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	3	3	20	26
Digital Audiobooks (WDA)	0	0	12	12
DVD (WDVD)	16	19	1061	1096
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	14	22	220	256
Fiction Fantasy (WFICF)	0	0	23	23
Fiction Inspirational (WFICI)	12	0	136	148
Fiction Mystery (WFICM)	8	2	49	59

Fiction New (WFICNEW)	20	8	196	224
Fiction Science Fiction (WFICSF)	1	0	5	6
Fiction Western (WFICW)	0	0	1	1
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	3	3	8	14
Hanging Bags (WHANG)	0	4	77	81
Hotspots (WWIFI)	3	38	3	44
ILL (WILL)	2	0	8	10
Internet (WINTER)	0	0	126	126
Juv. Audio book (WJAUDB)	1	1	9	11
Juv. Biography (WJBIO)	0	0	17	17
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	6	6
Juv. Digital Device (WJDDP)	3	1	12	16
Juvenile Easy (WJE)	12	15	419	446
Juv. Easy Non-fiction (WJENF)	1	0	71	72
Juv. Easy Reader (WJER)	0	2	168	170
Juv. Easy Reader NF (WJERN)	0	0	7	7
Juv. Fiction (WJFIC)	26	22	301	349
Juv. Graphic Novel (WJGN)	16	2	167	185
Juv. Launchpads (WPTAB)	1	0	18	19
Juv. Magazine (WJMAG)	0	0	13	13
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	10	6	336	352
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	0	0	314	314
Large Print Fiction (WLPF)	2	14	88	104
Large Print Inspirational (WLPI)	0	1	16	17
Large Print Mystery (WLPM)	1	0	11	12
Large Print New (WLPN)	0	4	46	50
Large Print Nonfic (WLPNF)	0	2	17	19
Large Print Western (WLPW)	0	0	2	2
Magazine (WMAG)	1	0	25	26
Non-Fiction 000 (WNF000)	0	0	4	4
Non-Fiction 100 (WNF100)	0	0	12	12
Non-Fiction 200 (WNF200)	3	0	19	22
Non-Fiction 300 (WNF300)	1	2	11	14
Non-Fiction 400 (WNF400)	0	0	4	4
Non-Fiction 500 (WNF500)	0	0	6	6
Non-Fiction 600 (WNF600)	6	4	82	92
Non-Fiction 700 (WNF700)	4	0	10	14
Non-Fiction 800 (WNF800)	0	0	3	3
Non-Fiction 900 (WNF900)	1	0	22	23
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	2	0	21	23
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	3	3	45	51
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	6	6
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	4	4
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	11	11
Vertical file (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	0	0	0
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	20	2	104	126
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	3	3
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7583	6776	4888	19247

CIRCULATION BY HOLDINGS CODE
September 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	27	0	0	27
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	32	23	11	66
Blu-Ray (BR)	123	274	180	577
Books on CD (BKCD)	40	42	49	131
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	48	50	21	119
Digital Audiobooks (DA)	17	11	12	40
DVD (DVD)	1128	1653	1098	3879
Equipment (EQP)	39	7	0	46
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	522	549	239	1310
Fiction Fantasy (FICF)	3	0	23	26
Fiction Inspirational (FICI)	141	4	138	283
Fiction Mystery (FICM)	78	9	49	136
Fiction New (FICNEW)	412	272	222	906
Fiction Science Fiction (FICSF)	8	0	5	13
Fiction Western (FICW)	0	0	1	1

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	74	49	9	132
Hanging Bags (HANG)	54	80	78	212
Hotspots (WIFI)	16	108	14	138
ILL (ILL)	25	13	13	51
Internet (INTR)	478	270	126	874
Juv. Audio book (JAUDB)	23	3	9	35
Juv. Biography (JBIO)	18	13	18	49
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	61	16	6	83
Juv. Digital Device (JDDP)	27	18	12	57
Juvenile Easy (JE)	971	750	445	2166
Juv. Easy Non-Fiction (JENF)	64	**52**	75	191
Juv. Easy Reader (JER)	414	381	172	967
Juv. Easy Reader NF (JERN)	9	46	8	63
Juv. Fiction (JFIC)	533	339	307	1179
Juv. Graphic Novel (JGN)	260	239	184	683
Juv. Holiday (JHOL)	88	0	0	88
Juv. Launchpads (PTAB)	8	6	18	32
Juv. Magazine (JMAG)	30	3	13	46
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	389	184	348	921
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	159	214	316	689
Large Print Fiction (LPF)	178	174	96	448
Large Print Inspirational (LPI)	0	1	16	17
Large Print Mystery (LPM)	1	0	11	12
Large Print New (LPN)	127	202	56	385
Large Print Nonfic (LPNF)	5	9	17	31
Large Print Western (LPW)	11	0	2	13
Magazine (MAG)	264	92	25	381
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	5	3	4	12
Non-Fiction 100 (NF100)	18	13	12	43
Non-Fiction 200 (NF200)	37	25	19	81
Non-Fiction 300 (NF300)	53	48	11	112
Non-Fiction 400 (NF400)	3	1	4	8
Non-Fiction 500 (NF500)	17	8	6	31
Non-Fiction 600 (NF600)	91	163	108	362
Non-Fiction 700 (NF700)	49	24	10	83
Non-Fiction 800 (NF800)	14	1	3	18
Non-Fiction 900 (NF900)	34	19	22	75
Non-Fiction Blu-Ray (NFBR)	0	1	0	1
Non-Fiction DVD (NFDVD)	29	47	24	100
Nonfiction (NFIC)	8	2	2	12
Nonfiction New (NFNEW)	103	103	63	269
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	4	0	0	4
Professional Coll. (PROF)	0	0	0	0

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	1	3	6	10
Reference (REF)	13	17	23	53
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	15	0	4	19
Software (SWAR)	1	0	0	1
SRCS (SRCS) DeMotte	28	9	0	37
SRCS (From other libraries III-SRC	0	49	0	49
SRCS (SRCSW) Wheatfield	1	1	20	22
STEAM Kits (STEAM)	5	7	12	24
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	1	4	0	5
YA Biography (YAB)	0	0	1	1
YA Books on CD (YABKCD)	0	0	0	0
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	140	81	108	329
YA Music CD (YACD)	0	4	0	4
YA Nonfiction (YANF)	16	3	5	24
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	3	2	0	5
				0
Free reads	177	42	26	245
Games/Puzzles	5	0	18	23
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7776	6836	4953	19565

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1661	1255	884	3800
Nonfiction	526	472	332	1330
CHILDREN'S BOOKS				
Fiction	2373	1969	1432	5774
Nonfiction	559	249	441	1249
YA BOOKS				
Fiction	214	130	117	461
Nonfiction	16	3	6	25
Preloaded Dig Dev, Child	8	6	18	32
Magazines, Adult	264	92	25	381
Magazines, Children	30	3	13	46
Sound Recordings, adult	106	107	82	295
Sound Recordings, ch	138	103	93	334
Online databases	0	0	0	0
Software	1	0	0	1
SRCS	29	59	20	108
STEAM Kits	5	7	12	24

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1281	1978	1308	4567
Equipment	55	115	14	184
Total	7266	6548	4797	18611
A-V Circulation	1526	2188	1483	5197
A-V Circulation as % of total	21.0%	33.4%	30.9%	27.9%

CIRCULATION STATISTICS

September 2023

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	80	11	**1,661**	88	19	**1,255**	76	8	**884**	**3,800**
Nonfiction	37	12	**526**	52	10	**472**	25	2	**332**	**1,330**
CHILDREN'S BKS										
Fiction	76	0	**2,373**	119	1	**1,969**	79	5	**1,432**	**5,774**
Nonfiction	48	0	**559**	32	1	**249**	20	0	**441**	**1,249**
YA BOOKS										
Fiction	16	0	**214**	15	0	**130**	16	0	**117**	**461**
Nonfiction	4	0	**16**	1	0	**3**	0	0	**6**	**25**
Preloaded Dig Dev	0	0	**8**	0	0	**6**	0	0	**18**	**32**
Magazines,Adult	0	0	**264**	0	0	**92**	0	0	**25**	**381**
Magazines, Child	0	0	**30**	0	0	**3**	0	0	**13**	**46**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	18	0	**106**	23	5	**107**	34	12	**82**	**295**
Sound Rec/Child	0	1	**138**	0	0	**103**	0	0	**93**	**334**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**1**	0	0	**0**	0	0	**0**	**1**
SRCS	0	0	**29**	0	0	**59**	0	0	**20**	**108**
STEAM Kits	0	0	**5**	0	0	**7**	0	0	**12**	**24**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	41	1	**1,281**	0	0	**1,978**	28	0	**1,308**	**4,567**
Equipment	0	0	**55**	64	10	**115**	0	0	**14**	**184**
TOTAL	320	25	**7,266**	394	46	**6,548**	278	27	**4,797**	**18,611**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	88,186	80,971	60,382
Circulation Increase/Decrease	**2.9%**	**-2.6%**	**3.8%**

MONTHLY SYSTEM STATISTICS	2022	2023	% change
Current month's Circulation	18,410	18,611	1.1%
Jan. to date circulation	157,160	175,794	11.9%

DEMOTTE COLLECTION		**RENSSELAER COLLECTION**		**WHEATFIELD COLLECTION**		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
25,199	25,268	17,349	17,418	15,491	15,559	**Fiction**
19,937	19,962	19,467	19,509	6,833	6,856	**Nonfiction**
						CHILDREN'S BKS
16,902	16,978	15,721	15,839	13,931	14,005	**Fiction**
9,705	9,753	6,815	6,846	6,811	6,831	**Nonfiction**
						YA BOOKS
2,673	2,689	3,500	3,515	3,633	3,649	**Fiction**
687	691	310	311	70	70	**Nonfiction**
20	20	23	23	35	35	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,774	3,792	1,145	1,163	4,725	4,747	**Sound Rec/Adult**
691	690	4,251	4,251	859	859	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-69	-69	-26	-26	**Software**
0	0	0	0	0	0	**SRCS**
0	0	9	9	9	9	**STEAM Kits**
104	104	-1	-1	43	43	**Vertical Files**
8,035	8,075	11,370	11,370	7,646	7,674	**VHS/DVD/Blu-ray**
118	118	87	141	58	58	**Equipment**
87,891	88,186	80,623	80,971	60,131	60,382	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

September 2023

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	238	52	159	34	303	66	700	152
LOCAL HISTORY								
In person	5	1	6	2	0	0	11	3
Letters written	7	7	5	5	0	0	12	12
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	478	20	270	11	126	5	874	36
Internet use-Wireless	1260		1440		660		3360	
VCR Use	0	0	0	0	0	0	0	0
Microforms	2	0	39	5	0	0	41	5
Public FAX24	33		14		33		80	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	26	9	1	0	27	9
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	2		6		0		8	
Outreach activities	49	49	0	0	0	0	49	33
Curbside Service	3	1	0	0	0	0	3	1
Meeting Room Use (no. of group	41	14	46	15	26	9	113	38
Study room use	65	5	25	2	13	1	103	9
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							5906	
IN-HOUSE USE ITEMS	253		151		92		496	
SELF-CHECKOUT USE	23		217		29		269	
INTERLIBRARY LOANS								
Requests made for:	13	3	17	4	23	6	53	13
Items rec'd for:	1	1	18	9	20	10	39	20
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	6091	10313	3857	20261
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	231	425	100	756
Number of New Patrons Added	69	31	37	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	2	12	1	6	0	0	3	18

Number attending	25		5		0		30	
Children's Programs (0-5)	9	54	7	42	5	30	21	126
Number attending	160		56		90		306	
Children's Programs (6-11)	1	6	9	54	7	42	17	102
Number attending	3		127		673		803	
YA Programs (12-17)	2	12	1	6	1	6	4	24
Number attending	25		3		2		30	
Adult Programs	10	60	14	84	4	24	28	168
Number attending	75		106		38		219	
Total Number of Programs	**24**	144	**32**	192	**17**	102	**73**	438
Total Persons Attending	**288**		**297**		**803**		**1358**	
Total Attending Same Month Last Yr.	319		224		1137		1680	
Total Staff Hours Spent		297		289		199	784	768
Total Number of In-House Progran	**16**		**27**		**11**		**54**	
Total Attendance	**198**		**234**		**225**		**657**	
Total Number of Outreach Progran	**8**		**5**		**6**		**19**	
Total Attendance	**90**		**63**		**578**		**731**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5045	69.2%	4141	63.2%	3529	73.4%	12715	68.2%
Corporate	0	0.0%	0	0.0%	114	2.4%	114	0.6%
Juvenile 0-11	225	3.1%	326	5.0%	622	12.9%	1173	6.3%
Juvenile-AV	612	8.4%	611	9.3%	0	0.0%	1223	6.6%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	222	3.0%	208	3.2%	143	3.0%	573	3.1%
Reciprocal Juvenile	7	0.1%	0	0.0%	5	0.1%	12	0.1%
Reciprocal Juvenile AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	30	0.5%	0	0.0%	30	0.2%
School AV	20	0.3%	49	0.7%	0	0.0%	69	0.4%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	55	0.8%	0	0.0%	55	0.3%
Staff	835	11.5%	869	13.3%	304	6.3%	2008	10.8%
Walking books	70	1.0%	55	0.8%	0	0.0%	125	0.7%
YA 12-17	26	0.4%	56	0.9%	14	0.3%	96	2.4%
YA-AV	225	3.1%	146	2.2%	75	1.6%	446	2.4%
Total	7287		6548		4806		18641	
All items borrowed by nonresidents	249	3.4%	289	4.4%	148	3.1%	686	3.7%

Salary Ordinance 2023
Updated 10/9/23

We have hired Fanny DeLoera as a Page, replacing Grace Adams who no longer works for the Library.
Name: Fanny DeLoera
Classification: Page
Hourly Wage: $7.25
Start Date: 10/2/23
Hours Worked: 10
Library: Rensselaer

We have hired Elizabeth Fetcko as a Page, replacing Emily Yost who no longer works for the Library
Name: Elizabeth Fetcko
Classification: Page
Hourly Wage: $7.25
Start Date: 10/4/23
Hours Worked: 10
Library: DeMotte

We have examined and approved the changes to the 2023 Jasper County Public Library Salary Ordinance. Dated 10/9/23.

Janelle Harper
Mike
Julie Davidson
Janett Kingman

K10

Jasper County Public Library Equal Employment Opportunity/Anti-Harassment Policy

Equal Employment Opportunity

Jasper County Public Library, as required by law, makes equal employment opportunities available to all persons without regard to race, sex, age, color, religion, national origin, disability, citizenship status, military status, or any other legally-protected category. This policy applies to applicants and employees and to all aspects of employment including hiring, promotion, demotion, and treatment during employment, rates of pay or other forms of compensation, and termination of employment. Further, irrespective of whether sexual orientation is a legally-protected status, the Library does not tolerate discrimination on the basis of an employee's sexual orientation.

Reasonable Accommodation

Jasper County Public Library (JCPL) will take appropriate steps to provide reasonable accommodation upon request to qualified individuals with disabilities so long as doing so does not cause an undue hardship. JCPL also will take appropriate steps to provide reasonable accommodation upon request to employees whose religious beliefs or restrictions create a conflict with JCPL's policies, practices, or procedures so long as doing so does not cause an undue hardship. If you need accommodation, please provide a written description of your situation and your needs to the Business Manager ~~Human Resources~~, and someone will contact you to discuss your request.

Anti-Harassment

Jasper County Public Library (JCPL) is further committed to providing a workplace free of inappropriate treatment of any employee because of the employee's race, color, sex, religion, age, national origin, ancestry, disability or any other legally-protected category. To be unlawful, conduct must be so severe and pervasive that it unreasonably interferes with an employee's ability to work. JCPL does not, however, condone or tolerate any inappropriate conduct based on an employee's race, color, sex, age, religion, national origin, ancestry or disability, or any other legally-protected category. Further, irrespective of whether sexual orientation is a legally-protected status, the Library does not tolerate harassment on the basis of an employee's sexual orientation.

JCPL is committed to protecting employees from inappropriate conduct whether from other employees or non-employees such as patrons, vendors, suppliers, contractors, or members of the public.

Examples Of Inappropriate Conduct

Inappropriate conduct may include, among other things:

- Epithets, slurs, stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, sex, age, religion, national origin, ancestry, or disability; and
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, sex, age, religion, national origin, ancestry, or disability.

Specifically, the Library is committed to providing a workplace free of inappropriate conduct of a sexual nature. Such conduct may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Such conduct also may include, among other things:

- Unsolicited and unwelcome comments or conduct of a sexual nature or that are demeaning to women or men as a group (for example, offensive or vulgar jokes, name-calling, comments about one's body or sex life, stereotyping based on a person's sex, touching, leering, ogling, patting, pinching, indecent exposure, or physical gestures, or displaying sexually explicit photographs or objects that interfere with a reasonable person's work);
- Unsolicited and unwelcome demands or requests for sexual favors or social or sexual encounters;
- An explicit or implicit promise of preferential treatment with regard to a person's employment in exchange for sexual favors or sexual activity; and
- The use of an employee's or applicant's submission to or rejection of sexual conduct as the basis for making, influencing, or affecting an employment decision that has an impact upon the terms and conditions of the individual's employment (for example, hiring, firing, promotion, demotion, compensation, benefits, or working conditions).

Given the nature of this type of conduct and the serious effects such conduct can have on the target of the conduct and the one accused of the conduct, the Library treats alleged violations of this Policy seriously and, to the extent possible, confidentially. The Library expects all to treat alleged violations and those affected by them in a responsible and respectful manner. Please help us maintain a comfortable work environment free from inappropriate and offensive conduct of any type irrespective of whether the conduct is unlawful.

Internal Reporting Procedure

If you believe you or any other employee is being subjected to behavior that is not consistent with these policies, you are encouraged to, and have a responsibility to, immediately report these matters to the Business Manager ~~Human Resources~~. If for any reason you do not feel comfortable reporting your concerns to the Business Manager ~~Human Resources~~, you may report your concerns to the Library Director. Additionally, if you believe a non-employee's behavior violates this policy, promptly report the non-employee's conduct through this policy.

If the concern relates to the behavior of the Library Director and you do not feel comfortable reporting your concerns to the Business Manager ~~Human Resources~~, you may report your concerns to the President of the Library Board.

Supervisors who become aware of a potential violation of this Policy must report the potential violation to the Library Director or the Business Manager ~~Human Resources~~. Failure to report potential violations will result in appropriate discipline, up to and including discharge.

Our Commitment When Reports Are Made

No action will be taken against anyone merely because of reporting behavior believed to violate this Policy. JCPL will investigate and take appropriate action as to all concerns. JCPL is committed to maintaining an environment free of discrimination and inappropriate conduct and to enforcing this policy.

10/07, revised 10/09; revised 10/23

Jasper County Public Library Blu-ray and DVD POLICY

1. Borrower must be a registered JCPL library user in good standing.

2. Borrower must be 18 years of age or older, or 17 years of age and younger with a consent form signed by a parent/legal guardian, to borrow Blu-ray/DVDs.

3. Loan period for entertainment Blu-ray/DVDs will be one week including Sundays and holidays with three renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open. Loan period for nonfiction Blu-ray/ DVDs will be three weeks, with three ~~five~~ renewals.

4. If an item has been borrowed for a public performance, it is the borrower's responsibility to determine that the Blu-ray/DVDs has been cleared for public performance.

5. Each person may borrow five (5) entertainment Blu-ray, five (5) entertainment DVDs, five (5) nonfiction Blu-ray, and five (5) nonfiction DVDs which he/she must return before borrowing others.

6. Blu-ray or DVDs may be placed on hold.

Adopted 5/94; revised 10/23

R15

Jasper County Public Library Personnel Policy

DEFINITIONS

1. **Exempt employees** are those whose duties and responsibilities are of an executive, administrative, or professional character (or other exempt work) as described under the Fair Labor Standards Act (FLSA) and who are paid on a salary basis and are, therefore, exempt from overtime pay and certain other provisions of the FLSA.

2. The **Board of Directors** of the Jasper County Public Library will hereinafter be referred to as **"The Board"**.

3. The **Jasper County Public Library** will hereinafter be referred to as **"JCPL"** or the library.

4. **Certified** employees are defined as any employees holding or qualifying for any of the 6 Indiana Library Certification levels.

5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the 6 Indiana Library Certification levels.

6. A **work week** is defined as Sunday through Saturday.

7. **Overtime** is defined as any time worked over 40 hours per work week.

8. The first 6 months of employment as a new hire or in any new position is considered a training/orientation period when a new employee and the library are closely evaluating the new employment relationship. Both during the training period and after successful completion of that period, employment remains at-will, and employees must satisfactorily demonstrate the ability to perform their job duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or their designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.

2. JCPL is an Equal Opportunity employer.

3. All employees are employees at will and can be terminated at any time without notice.

4. JCPL shall observe Indiana Library State Certification requirements.

5. Typically each employee will be evaluated annually in writing. The Director will be evaluated in May.

6. Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers- and sisters-in-law, fathers-

and mothers-in-law, sons- and daughters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

COMPENSATION

1. Compensation will be reviewed annually to ensure the library's classification/compensation plan optimally and fairly reflects the kind and level of positions needed to effectively operate the library and that salary ranges remain fair and supportable in light of available resources. Compensation decisions made by the Board or by the Director are contingent upon sufficient revenues of the Library.

2. The Board is responsible for determining the amount of money to be budgeted for compensation and setting the compensation of the Director.

3. The Director is responsible for determining the job classification and compensation for each employee subject to board review.

4. **Plan Summary**

    4.1. Employees will be paid no less than the minimum compensation for their classification according to the Compensation Schedule below.

    ~~4.2. Pages, Clerks and Library Assistant I's will be evaluated after 3 months of employment. They will receive a 10 cent per hour increase with a satisfactory 3 month evaluation. This also applies to employees promoted to Clerk and Library Assistant I positions. This does not apply to employees making lateral moves or moving down a classification.~~

    ~~All new employees will be evaluated after 6 months' employment. A satisfactory rating will qualify the individual for vacation benefits if applicable (see Vacations section for details). Pages, Clerks and Library Assistant I's will receive another 10 cent per hour increase at this time and again at the end of the first year of employment if performance is satisfactory. This also applies to employees promoted to Clerk and Library Assistant I positions (not applicable to employees making lateral moves or moving down a classification). Promoted employees who have performed satisfactorily will receive the percentage increase determined by the board as per 4.4.~~

    ~~All newly promoted employees will be evaluated after 6 months in their new position. This also applies to employees making lateral moves or moving down a classification.~~

    ~~An unsatisfactory rating at any time during the training/orientation period may result in immediate termination.~~

4.~~3~~2 ~~A new employee or newly promoted employee who has not completed their first full year in their position by January 1 will receive the first % increase as determined by the board beginning with the pay period following the anniversary date of their 1 year employment.~~

A new employee or newly promoted employee will be evaluated upon completing their first 12 months in their position. If this evaluation is satisfactory, they will receive the percentage increase approved by the board for that year, effective as of the pay period following their one-year anniversary in the position.

~~The employee will be eligible for ½ of the % increase determined by the board as per 4.4 the following January, if they have worked 3 months and less than 8 months at their 1 year compensation rate. If the employee has worked less than 3 months at their 1 year compensation rate, they remain at the present rate until the following January. If the employee has worked 8 months or more at their one year compensation rate, they will be eligible for the full % increase determined by the board as per 4.4.~~

~~Pages will be eligible for ½ of the increase as per the compensation schedule the following January, if they worked 3 months and less than 8 months at their 1 year compensation rate. If the employee has worked less than 3 months at their 1 year compensation rate, they remain at the present rate until the following January.~~

4.43 If eligible, an employee's annual rate of compensation will increase each year by an amount or percentage as determined by the board. ~~, except for those in the "Page" classification. Page compensation is detailed in the Compensation Schedule Chart, below.~~ Typically, this increase is effective January 1. Annual increases start the year after the employee's one-year anniversary. The first annual increase will be prorated based upon the number of months the employee has been at their one-year rate.

4.~~5~~4 Employees working less than an average of 8 hours per week do not automatically qualify for annual increases.

5. Work Performance

All employees will be evaluated upon completing their first six months in any position (including lateral moves or downward classications). A satisfactory rating will qualify the individual for vacation benefits if applicable (see Vacations section for details).

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive ~~a raise~~ an increase in compensation until they achieve a satisfactory evaluation. Re-evaluation shall occur no sooner than 30 days. ~~Raises~~ Increases will be implemented when a satisfactory rating is received, and effective with the next pay period.

An unsatisfactory rating at any time during the training/orientation period may result in immediate termination.

6. Compensation Schedule

~~Minimums will increase at a rate of ½ the annual increase to adjust for inflation each January in odd numbered years.~~

Compression adjustments will be applied to the compensation schedule in accordance with federally mandated minimum wage increases.

~~Minimum compensation for the page position will increase as required by federal law.~~

Jasper County Public Library
Compensation Schedule (eff ~~1~~11/1/2023)

Classification	Minimum	Classification	Minimum
Page	$7.60/hr		
Clerk	$11.23~~$10.48~~/hr	**Business Manager**	$18.05 ~~$17.30~~/hr
Library Assistant I	$11.87~~$11.12~~/hr	**Librarian 1**	$18.42 ~~$17.67~~/hr
Library Assistant II	$13.89~~$13.14~~/hr	**Librarian 2**	$19.12 ~~$18.37~~/hr
Library Specialist I	$14.25~~$13.50~~/hr	**Librarian 3**	$21.25 ~~$20.50~~/hr
Library Specialist II	$17.12~~$16.37~~/hr	**Systems Administrator**	$21.25 ~~$20.50~~/hr
Library/~~HR~~ Specialist III	$17.41~~$16.66~~/hr	**Janitor / Courier**	$13.11 ~~$12.36~~/hr
		Maintenance	$14.76 ~~$14.01~~/hr

	~~Minimum~~	~~One year~~	~~2 yrs~~	~~3 yrs~~	~~4 yrs~~
~~Page~~	~~$7.25/hr~~	~~$7.55/hr~~	~~$7.85/hr~~	~~$8.15/hr~~	~~$8.45/hr~~

7. Interim Services

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, they will receive additional pay as determined by the Director for the time in which they serve in an interim capacity.

8. Compensation Classifications

Page: Must be at least 16 years old. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school diploma or equivalent. Clerical work. Will work at circulation desk and/or in Technical Services.

Library Assistant I: High school diploma or equivalent. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

Library Assistant II: High school diploma or equivalent with 2 years college* or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college* or 5 years of library experience. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: 5 years experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/Human Resources Specialist III: 2 years of college* or 10 years' experience as a Library Specialist and head of a major library department or area or 3 years of experience in an HR specialized field.

Business Manager: 2 years of college* or 5 years of experience in a related field (business and/or accounting). Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties; assists with budget preparations.

Janitor: High school diploma or equivalent preferred. Responsible for cleaning and light maintenance of library building.

Maintenance: High school diploma or equivalent. Responsible for maintenance of library building.

Courier: High school diploma or equivalent. Valid driver's license; excellent driving record; current auto insurance; transports library materials daily to each library in system

Librarian I: Bachelor's degree and Indiana library certification, LC4. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification, LC3. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification, LC3. Responsible for management of a library or Technical Services Department.

Systems Administrator: Bachelor's Degree including a significant amount of computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification LC2. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

*2 years college: total credits earned must equal 4 full-time semesters (48 credit hours or more)

9. **Changing Classifications**

   9.1. Moving from 1 classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.

   9.2. When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.

   9.3. Upon promotion, an employee's compensation shall be raised to a minimum of 50 cents per hour above their present rate.

   9.4. Compensation of employees who move to a position in a lower classification will be adjusted commensurate with their new role.

BENEFITS

1. **Employees qualified for benefits**: Except as specifically stated otherwise in individual policies or associated plan documents, Sections 2 through 8 below apply to employees working 32 or more hours per week. Employees working 20 - 31 hours per week are eligible to earn sick pay (sec. 2) and vacation pay (sec. 4) and Funeral Leave after they have completed 3 years of service. All employees, regardless of the number of hours worked per week, are entitled to an Anniversary Holiday. See section 3.2 (Holidays).

2. **Sick Pay**

2.1. A paid **sick day** is defined as the number of hours the employee is regularly scheduled to work per week divided by 5.

2.2. Employees receive the equivalent of 1 paid sick day per month during their first partial year of employment. 12 paid sick days per year are granted each January thereafter. Employees working 20 to 39 hours per week will receive paid sick days on a prorated basis.

2.3. Sick pay may accumulate to a maximum of 96 days.

2.4. Sick pay may be used in case of illness and medical appointments of the employee or any relative residing in the employee's household who also meets the definition of a spouse, child, or parent as those terms are defined under the FMLA.

2.5. 5 days of an employee's paid sick days per year may also be used for the care of a relative not living in the employee's household who also meets the definition of a spouse, child, or parent as those terms are defined under the FMLA. The Library reserves the right to request verifying documentation.

2.6. Employees working 24-40 hours per week, who are absent 5 or more working days, must have a doctor's release to return to work. Employees working 23 hours or less per week, who are absent for 3 or more working days, must have a doctor's release to return to work.

2.7. Sick pay may be used for an employee's medical appointments if an appointment cannot be made on the employee's own time.

2.8. Employee should notify supervisor of their desire to use paid sick days 30 days in advance for a foreseeable medical reason.

2.9. Paid sick days are a privilege to be used only for the above purposes. Paid sick days cannot be used as vacation or earned time off.

2.10. Unused sick days will not be paid out upon separation of employment for any reason.

2.11. Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined in the funeral section, and for other funerals/memorial services.

3. Holidays

3.1. Employees who work an average of 32 hours or more per week are eligible for paid holidays. Refer to the Holiday Policy for a list of holidays we observe.

3.2. An Anniversary Holiday, defined in the Holiday Policy, will be given to any long-term employee regardless of full or part time status. Anniversary holidays will be prorated for employees working less than 32 hours per week.

3.3. An employee who is eligible for paid holidays and most always works the same number of hours per day each week, will receive that same number of hours for holiday pay.

3.4. If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the month.

4. Vacations

4.1. Summary of earned vacation credit

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by 5.

4.1.1. Director, HQ Librarian, Branch Manager, TS Librarian, Business Manager, Youth Services Librarian/Specialist and Systems Administrator

A. HQ Librarian, Branch Manager, TS Librarian, Business Manager, Youth Services Librarian/Specialist, or Systems Administrator working an average of 32 hours per week or more

0-4 years' service - 1.5 days per month with pay
5-9 years' service - 2 days per month with pay
10+ years' service – 2.5 days per month with pay

B. Director

0-9 years' service - 2 days per month with pay
10+ years' service – 2.5 days per month with pay

4.1.2. Employees working an average of 32 hours per week or more

0-4 years' service - 1 day per month with pay
5-9 years' service - 1.5 days per month with pay
10+ years' service - 2 days per month with pay

4.1.3. Part time employees working 20 to 31 hours per week

3-9 years' service - 1 day per month with pay
10+ years' service - 1.5 days per month with pay

4.2. Regulations

4.2.1. No employee may take vacation without approval of the Director, Supervisor, or their designee. Vacation requests are approved in consideration of the scheduling needs of the department.

4.2.2. Vacation time is accrued from the first day of employment in an eligible position.

4.2.3. During the first partial year of employment, all vacation time is prorated.

4.2.4. Vacation time is credited after completion of the newly eligible employee's 6 month training/orientation period AND receiving a satisfactory performance evaluation.

4.2.5. Any employee who has successfully completed their orientation period and leaves before the end of any year will be paid in a lump sum for unused vacation leave.

4.2.6. Vacation time accrued during ~~1~~ one calendar year may be taken after the beginning of the following calendar year.

4.2.7. Vacation time should be used in no less than ½ day increments. Exceptions may be granted only under unique circumstances and on a limited basis with the approval of the supervisor.

4.2.8. Vacation time is not cumulative from ~~1~~ one year to the next.

4.2.9. Vacation leave will not accrue during unpaid leaves of absences.

5. **Bereavement leave**

5.1 Staff members who qualify may have up to 3 paid working days (prorated for employees working 20-31 hours) at the time of death or funeral or memorial service of: (a) the employee's spouse; (b) the employee or spouse's: (step) child, (step) sibling, (step) grandparent, (step) grandchild or (step) parent; or (c) the spouse of any of the above.

5.2 Paid sick days may be used with special approval of the director for extended bereavement leave for immediate family members as defined in the bereavement section, and for other funerals/memorial services.

6. **Other Paid Time Off**

6.1. **Weather Related Closings**: An excused absence with pay will be given by the Director or their designee to any employee working an average of 32 hours or more per week when weather conditions necessitate the closing of the library.

Such absences will not be charged to accrued, vacation time, or sick time. Any employee who is on sick or vacation time or birthday holiday or anniversary holiday when library is closed for such stated emergencies will be charged with their sick or vacation time or birthday holiday or anniversary holiday as if the library were open for business. If the library closes for such emergencies on an employee's day off, the employee will not receive a paid weather day off. Employees, working fewer than 32 hours per week, who are offsite and are scheduled to work but are unable to work due to library closure, will be rescheduled as it fits with library needs.

6.3.2. Earned Incentive Time may be used as paid time off in minimum increments of ¼ hour at any time after it is earned. Director must be notified when Incentive Time in excess of two hours has or will be used.

6.3.3. Incentive Time is paid at the employee’s base (non-overtime) rate of pay in effect when the incentive time is used.

6.3.4. Unused Incentive Time will not be “paid out” during employment (except when used as paid time during an absence), and unused Incentive Time is not paid out upon separation of employment for any reason.

7. Public Employee’s Retirement Fund (PERF) aka Indiana Public Retirement System (INPRS)

7.1. Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director
Assistant Director
Librarian 3
Librarian 2
Librarian 1
Assistant Business Manager
Business Manager
Library Specialist
Library Assistant
Special Services Librarian
Systems Administrator

7.2. The employee’s mandatory contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL’s PERF account. This money will be paid out to eligible JCPL employees during their retirement.

7.3. Eligible employees may also elect to make voluntary pre-tax and/or post-tax contributions toward their retirement savings up to an additional 10% of gross earnings.

8. Health/life insurance

8.1. The library offers a group health package that includes medical, dental, prescription, vision, life and accidental death benefits that, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.

8.2. The library will pay all but $1.00 per year of the life insurance cost for any eligible employees who elect not to take the health insurance.

9. Family and Medical Leave/Military Leave

The Library will comply with all applicable laws regarding FMLA and Military Leaves of Absence. Consult the JCPL FMLA/Military Leave Policy for more details.

All employees who are onsite at time of emergency closure will be paid for the remainder of their shift.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to their usual workplace. Carpooling to the new location is expected when practical.

6.2. **Jury Duty**

6.2.1. The Library recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court or administrative agency action, you will be granted excused time away from work. You must, however, return to your duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, you should advise your supervisor and give the supervisor a copy of the summons or subpoena as soon as possible after learning that you must serve.

Non-exempt employees will receive the difference between their average straight time hourly rate up to 8 hours per day and the payment they receive for jury service for time they otherwise would have been regularly scheduled to work. Employees must present proof of the amount of jury pay received.

Exempt employees will receive their normal salary for partial workweeks in which they perform jury service or witness duty related to the Library's business, less any jury fees received.

Employees must present proof of the amount of jury pay received.

6.2.2. Employees shall note jury duty on their time sheet in the excused absence column. 'Jury duty' should be written in the note field.

6.3. **Exempt Employee Incentive Time:** Exempt employees may be required to work in excess of 8 hours on a given workday due to business needs. In those instances, the employee will receive Incentive Time in an amount equal to the amount of time in excess of 8 hours worked (rounded up to the nearest quarter hour). For instance, an exempt employee required to work 9 hours one day will receive 1 hour of Incentive Time. Non exempt employees are not eligible for and do not receive incentive time.

6.3.1. An eligible employee may accumulate a maximum of 80 hours of unused Incentive Time (the "cap"), after which, no further Incentive Time is earned unless and until the employee's balance falls below that "cap". Realizing that extenuating circumstances may occur, an eligible employee may exceed the "cap" in these instances and must update the Director in writing as soon as possible and no later than two days after exceeding the 80-hour cap.

10. **Leave without pay**

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

11. **Workers Compensation**

This insurance covers employee work-related injuries. It pays for medical expenses and for time off work due to the injury according to WC Regulations. The employee may use paid sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

WORK RULES

1. **Meal time**

Each employee working 7 hours or more in one day may take at least 30 minutes up to 1 hour of their own time (i.e. unpaid) for lunch or supper. Nonexempt employees must clock out and in at the beginning and end, respectfully, of such breaks. Employees are expected to be completely relieved of duties during these breaks.

2. **Break time**

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule of 3 ½ hours.

In addition ~~T~~the Library will provide "reasonable break times" and a private area to employees for the purpose of expressing breast milk for up to one year after the employee's child's birth. Such breaks are typically unpaid (if exceeding the paid breaks otherwise provided to employees as set forth above). Please consult your supervisor with questions or to schedule such breaks.

3. **Overtime Guidelines**

Non-exempt employees may work no more than 40 hours per week. If management determines that overtime must be worked by non-exempt employees, an employee's schedule may be adjusted in another week for budgetary reasons.

Nonexempt employees are never, under any circumstances, permitted to work "off the clock". All time work must be recorded accurately using the approved time keeping method for your department.

4. **Meetings and conferences**

   4.1 Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

4.2 All employees and Board members are encouraged to attend library related meetings and workshops. The Director may approve staff attendance at any Indiana Library Federation (ILF), Indiana State Library, or MCLS meeting/webinar/conference/workshop and ALA or PLA webinars. Others must be approved by the Board. Additionally, each employee must obtain approval from their supervisor before registering for and attending such meetings and seeking expense reimbursements.

4.3 Time spent traveling to/from and attending meetings or conferences is considered work time. When attending all day meetings, 1 hour is unpaid lunch time, unless the meeting continues through the lunch hour.

4.4 To receive compensation for expenses incurred for any meeting, such as parking fees, tolls, and meals, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

5. **Certification**

It is the policy of the library to meet the standards set by the Indiana State Library for certification levels for professional staff members. It is the responsibility of each professional staff member to maintain the certification level appropriate to their position and to pursue the library education units (LEUs) required by the Indiana State Library for re-certification for the professional position they hold. Consult the Indiana State Library Certification Manual for details. Each professional staff member must submit a copy of each LEU certificate received to the business office.

6. **Travel**

6.1 The library will pay reasonable meal, lodging, and transportation expenses related to official library business. Personal rewards programs should not be used for these expenses. The library does not pay for alcohol under any circumstances.

6.2 Official library business includes outreach activities, banking, recycling, post office, AV Shopping, Summer Reading shopping, supply shopping, document delivery, water testing, conferences, workshops, field trips, counterpart meetings, or meetings approved by the Board and travel among the 3 libraries of the Jasper County Public Library system.

6.3 Employees traveling on official library business may be reimbursed for meals when traveling outside of the library's service area.

6.4 Employees traveling on official library business may be reimbursed for mileage at the IRS approved rate. Reimbursement mileage should not include travel to and from the library board member's or employee's home and the library.

6.5 Employees traveling on official library business may be reimbursed for lodging and transportation expenses such as parking fees, tolls, cab fare, and air fare.

6.6 Claims for reimbursement must be completely itemized and supported by as many receipts as it is possible to obtain. JCPL expects the employee to exercise discretion and good business judgment with respect to those expenses and reserves the right to deny reimbursement for unreasonable or excessive costs. If in doubt about appropriate amounts, ask before spending. Be cost conscious and spend JCPL's money as carefully and judiciously as the individual would spend his or her own funds; and report expenses, supported by required documentation, as they were actually spent.

6.7 Keep smart phone/personal device use while driving to a minimum. Complete calls while the vehicle is parked and/or use the phone in a handsfree mode with a Bluetooth device, headset, or speaker. Even if engaging in such an otherwise permitted call, employees are at all times responsible for maintaining focus and composure while driving and must terminate any call if it becomes distracting for any reason. The Library strictly prohibits texting, reading, or sending emails while driving on library business. If you receive a citation from law enforcement for texting, reading, or sending emails while driving or are involved in an accident while engaging in texting, reading, or sending emails, you will be subject to discipline. Furthermore, employees are required to be familiar and comply with the laws of the jurisdiction in which they are driving.

7. Telecommuting

Telecommuting arrangements will only be allowed at the discretion of the Director.

EMPLOYEE PERFORMANCE AND CONDUCT EXPECTATIONS

1. Appropriate dress

Appropriate dress and personal grooming create a favorable image for the library. We expect you to use good judgment and to maintain high standards in your personal cleanliness and attire. Your appearance affects the library's image. The library reserves the right to determine that particular attire is inappropriate for its business and to inform you of this and instruct you to change inappropriate attire. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director.

2. Alcohol and drug use

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

3. **Discipline**

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

4. **Outside Employment**

JCPL does not prohibit employees from outside employment. The job cannot, however, interfere with meeting JCPL's staffing needs or performance and conduct expectations.

Adopted 10/93; revised 4/23

Memo

R30

Increases to Compensation Schedule

In August, as a part of our 2024 Budget Recommendation, I explained that I would be bringing a recommendation to the board for an increase in minimum salaries for all positions and a related compression increase for all current staff. I feel that the minimums in our Compensation Schedule are too low.

- We have noticed a decline in the number and quality of applicants for open positions.
- In a recent round of hiring for a clerk position, most applicants could not pass our clerical test.
- If we want to attract a good pool of applicants, we need to offer competitive wages.
- I feel that our wages are too low for our area. Some sample wages that I have noticed in job postings are as follows: McDonald's advertises a $12 per hour starting wage; Rensselaer Central Schools advertises $14.30 per hour for a middle school janitor and $12.10 per hour for para professionals; Donaldson advertises a $28.46 per hour starting wage in an industrial position; Junior Achievement (serving Greater Lafayette) advertises $19.23-$21.63 per hour for a Development Manager (serving six counties, including ours) Tippecanoe County Public Library advertises $25.63 per hour for a Head Adult Services Librarian/Branch Manager.

****Please note** - In December I plan to make a recommendation to the board regarding a percentage increase in wages for 2024. I want you to know that in advance as you consider this recommendation. That is a separate issue and there are sufficient funds in the 2024 budget to handle a percentage increase up to 4%. The goal with all of this is to make our wages more competitive, attract good candidates to our open positions, ensure that existing staff are not negatively impacted by higher minimum salaries for new staff and allow for a percentage increase as the board has historically approved.

Revisions to Personnel Policy

A revised Compensation Schedule can be found in the Personnel Policy draft (R 15) In addition to the changes to the Compensation Schedule, we recommend some other revisions to the Personnel Policy: we want to eliminate the $.10 cent per hour increases for the Pages, Clerks and Assistant I's and treat them like everyone else. We feel that the small increases don't add value and create more work than they are worth. We are eliminating the automatic increases to the minimums in odd numbered years. Instead we will review the minimums every three years and add this task to the Board/Admin task list so that it is not forgotten. We want to move to prorating the first annual increase instead of using the existing quadrants of time that are named in the policy currently. We have tried to add some clarifying language to differentiate between the one-year-anniversary increase and the annual increases after that. On occasion an employee gets confused about how that works. We have moved some paragraphs around from the Plan Summary section to the Work Performance section because they fit better there. We also made a minor change in the Break Time section to better clarify break time for expressing breast milk.

Compression Increases

The cost to this year's Personal Services budget to apply compression increases for 9 weeks is approximately $11,000. The 2024 Budget was written with sufficient funds to cover these increases if the board approves them.

Other Considerations

I am requesting an in-effect date for all of these changes to be 11/1/23. Having the changes go into effect in November will be easier for the business office since changes will have to be made in the payroll software. It will be much easier to apply the other tenets of the Personnel Policy on January 1 if these changes have already occurred.

****Please note** - If you approve the increases to minimums I would ask that you also approve the compression increases. That is a separate order of business, but I wanted to point it out because if you approve the increase to minimums without the compression increases it will be a morale buster, and I do not think that is best for staff.

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS __9th____ DAY OF _____October_____________, 2023.

NAY

AYE

Janett Kingman

ATTEST:

Secretary Pro Tem of the Jasper County Public Library Board

Director's Report
September 2023

Consent Agenda:

You will be approving the minutes of the September Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the 2023 Salary Ordinance as presented.**

Policies for Review: Four policies are up for review in September: Public Forum Policy, Harassment/Discrimination Policy, Library Credit Card Policy, and Digital Access Card Policy. A minor revision is recommended to the Harassment/Discrimination Policy. We are changing the references from Human Resources to Business Manager. We no longer have a Human Resources staff member. We changed that position to Business Office Assistant last year, a more clerical position. We feel it is appropriate to direct staff to our Business Manager for situations addressed in this policy. No revisions are recommended to the Public Forum Policy, Library Credit Card Policy, or Digital Access Card Policy. Also, last month we revised the number of renewals for entertainment Blu-ray/DVDs in our Blu-ray DVD Policy to match the wording in our Circulation Policy. We neglected to address the non-fiction Blu-rays/DVDs so we are correcting that this month. Please see R 10 and R 13. **If you approve the Consent Agenda items, you will approve revisions to the Harassment/Discrimination Policy and the Blu-ray/DVD Policy as presented.**

General Business:

Budget 2024 Adoption: At the October meeting you will need to pass a resolution adopting the 2024 Budget as advertised. As a reminder here is a budget summary: Operating Fund $2,961,325; Rainy Day Fund $1,062,387.

Recommendation to Increase Minimums in the Compensation Schedule & Revise Personnel Policy: We are recommending that the minimums in our Compensation Schedule be raised by $.75 per hour for all classifications except for Page. We are recommending that the minimums for the Page classification be raised by $.35 per hour. In addition, we recommend some other revisions to the Personnel Policy. We recommend an in-effect date of 11/1/23 for all recommendations. Please see R 30 for a memo that explains the recommendations and R 15, the revised draft of the Personnel Policy. **A board vote is required to approve the increases to the compensation schedule and revisions to the Personnel Policy with an in-effect date of 11/1/23.**

Compression Increases: If the board approves increasing minimums in the Compensation Schedule, we recommend that each staff member's, hourly rate, including the Director's, increase by $.75 (except for pages who should increase by $.35) effective 11/1/23 in consideration of compression. Please see R 30 for a memo that further explains this recommendation. **A board votes is required to approve compression increases.**

Advanced Tax Draw Resolution: In past years we have requested an Advance Tax Draw from the County Auditor when tax collection time draws near. This is to ensure we receive tax revenue at the earliest possible moment, which we prefer. Each request is valid for 30 days. We recommend that the Board pass an Advanced Tax Draw Resolution. **A Board motion is required.**

2024 Slate of Officers: At the November Board meeting the Nominating Committee will need to present a slate of officers for 2024. The elections will be held at the December Board meeting. The Nominating Committee is comprised of Julie Davidson, Janet Umlauf, and Kevin Kaluf, Chair. Article VI of the Board Bylaws provides information about each office and the role of the nominating committee. Officers can serve in the same position only two consecutive years.

Director's Report

On September 25, we received word about our Rensselaer Chiller from the manufacturer, "Our lead time on several of the components needed for the chiller have improved drastically and wanted to see if you would like it much sooner than expected. Our factory has advised if you would like it shipped next week. Please let me know if you would like this change made." I emailed our lead architect, Arvin, about this unexpected and exciting news and asked, since we are not equipped to receive just yet what is the best way to handle this? I explained that I had Abonmarche on the board meeting agenda for November 13 to review specs with the board with a goal of going out to bid for the installation portion of the project. I asked, "What are your thoughts in consideration of this new information? It is an amazing email to receive, but what does one do with a chiller when you aren't ready to receive it?" Arvin replied that he would discuss with the engineering team. He emailed again shortly thereafter, "You are correct, this is exciting information, albeit much earlier than expected or planned for. For starters, we will connect with the vendor to determine what storage is available in the interim. As we ramp up efforts on the mechanical design tasks we wish to schedule a team to get in the weeds inside the mechanical room and review existing conditions. Glenn Glidden, Mechanical Engineer, will lead this charge and will touch base with you to get the visit on the calendar. We do have November 13 on the calendar to be at the Board meeting.

This month we had a few unusual things crop up that affected facility maintenance. Fleas were spotted at DeMotte Library so we called an exterminator and they came out and treated the building. Staff arrived to work one morning at Renssesaler Library and found the long back door mat missing. A look at security feed showed a man dragging the mat behind some bushes near the back door. We went to retrieve the mat and found the man asleep beneath the mat. We called local police to assist. Afterward I contacted Aaron's Lawn Care and requested that all bushes and plantings be cut back around the landscaped areas of the building so that no one can shelter or hide behind them. We had three fir trees removed from the north end of the property for the same reason. The trees were large, rather unsightly, and we saw evidence of people sheltering in the trees earlier in September. We also removed a thirty-year old birch tree from the southeast corner of the Rensselaer Library building because its roots were contributing to the concrete pads heaving. The concrete has been replaced/repaired. With the loss of the tree and some other plants near the front entrance, we are working with Brown's to spruce things up. They are working with us to develop an attractive, low-maintenance landscape plan for areas near Rensselaer's front entrance. This is a work in progress.

Countryside did come out and replaced warped pergolas at DeMotte Library.

For two months in a row we have not received our LOIT revenue from the auditor. I emailed auditor Donya about it, who only explained that they had not received any money from the state for this. I checked with our DLGF Field Rep to see if she knew any reason we would not be receiving it, and she is not aware of any reason for the delay. So we continue to monitor this. I expect the revenue will catch up eventually, but if we go another month without receiving, I will call the auditor and seek more information. LOIT revenue is $17,900 per month.

We are now able to capture statistics for the use of our digitized newspapers in Hoosier State Chronicles. The state cannot provide the data for us. We asked. They explained that they had data from Google Analytics for all newspaper use, but they didn't know how to get our local data out of those numbers. Mel requested their Google Analytics spread sheets and developed a procedure and a formula to pull use stats for our newspapers. Very cool! She then shared her process with the state library who deemed it 'super impressive'. Now they can share the procedure and formula with other entities who might wish to get their own use stats. What a wonderful impact!

September was Library Card Sign-Up Month. The Marketing Committee provided items for new patrons to choose; and we held a weekly prize drawing which any patron checking items out could have staff place their name in the drawing to win some marketing items. In September we issued 137 new traditional library cards.

System Administrator News

Sheila reports that she attended an "Indiana Office of Technology in-person meeting in Lafayette with me and found it to be an extremely valuable meeting not only because of the plethora of information shared, but because we were able to meet people from other government organizations who are also concerned about cybersecurity and what they are doing to increase security on their networks. I also learned how all the new (to me) cybersecurity government organizations are connected and related to each other. This is extremely helpful as I learned about them all at about the same time and was so confused about each organization's purpose and how they interconnected. I also attended an Indiana Office of Technology Virtual Town Hall, a monthly meeting where the IoT shares recent vulnerabilities seen in Indiana. This month they also discussed the new partnership with Crowdstrike, a premier cloud service that helps stop security breaches. They plan to provide Crowdstrike licenses to Indiana government units, with small rural government units getting priority."

Technical Services News

Becky reports, "The big event for this month was the trip to the State Library for a tour. Participants were Mary, Diane, Jenna, Beth, Nicole, Kate, Annabelle, and myself. Everyone seemed to have a good time, and we were all interested in their rare manuscripts. Unfortunately, our tour guide, Marcia Caudell was under the weather. It was a beautiful day, and we had safe travels. I joined with others for a meeting with the Abonmarche Architects."

DeMotte Library News

Shannon reports, "Autumn and Patty E as well as all the DeMotte clerks were able to take a field trip to the Indiana State Library. They thoroughly enjoyed the day and the architecture of the state library. Dan has created a rock wall to the east of the stairwell to help keep the river rock from sliding onto the stairs. We had a few large boulders left over, so Dan and I talked about it and decided to incorporate them into the landscaping in the front and back of the building. I really like how it helps tie everything together. After having a few people use the outside electrical outlets for charging and leaving their devices unattended, we have put locks on all the outlets. Autumn helped Neile run Adult Nerf Night and received many compliments about the program. One patron said, "I wasn't sure how this would be. We didn't really expect much when we signed up, but man this is great! We are having an awesome time. Thank you so much!" The partnership with DeMotte Elementary media specialist, Amanda, is going well. We lent her the Blocks Rocks kits. She'll keep these for a few weeks and then we will swap with something else, so the students have different stations to utilize during the last 15 minutes of their class time. Autumn enjoyed seeing the academic side of libraries when visiting the state library. She thought it was interesting to see the differences between academic and public libraries."

Rensselaer Library News

Linda reports, "Johnson Controls came and inspected our fire alarm system, and again to check out our EXIT signs. The Fire Marshall arrived for inspection, and we are correcting some spaces per his guidance. Brian Culbreth removed the birch tree at the corner of the building and the three large pine trees north of the building near the power station. He removed the trees, ground stumps, and cleared the debris. He also put the landscape rock back in place where the birch tree was after the stump is gone. Concrete work was finally completed, and we will see how the asphalt added in front of the handicap ramp holds up. Landscape crew came and trimmed up/topped many of our shrubs and grasses around the building. The Auto Door technician came and replaced the outside switch plate and all components in the box. Staff met with Abonmarche to discuss concept review plans. Melissa S. picked up our Fendig paintings which were on display at the Carnegie Center. Linda stopped at Brown's to inquire about possible plantings for the front of building."

Wheatfield Library News

Evie reports, "We had a couple of minor maintenance things this month – we called Krooswyk because our bottle-filler was just trickling water, rather than it flowing well. They came out first to examine, then to try a replacement kit, then again with a new solenoid after the kit didn't work, and a fourth time because the fountain was dripping. It is all fixed now and is flowing better than ever. We also had our parking lot resealed, fire alarm inspected, and had Osby's bring salt and replace a part on the water softener after Jason noticed it was leaking periodically and causing our pump to kick on unnecessarily. Throughout the month, Jason completed the quarterly maintenance inspection report, rewired some pendant lights in the adult section for LED upgrade, tightened all nuts and bolts on the tables and chairs, ordered and picked up light bulbs at Kirby Risk, took in recycling and old light bulbs, replaced some caulking around windows, replaced some faulty sprinkler heads, trapped 2 moles and repaired the damage to the lawn, picked up trash on library grounds, cleaned debris from air handler outside grill, and built a wooden frame for an upcoming decoration/display."

Please contact me if you are unable to attend the October Board meeting or if you have any questions about materials in your packet. -Patty

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JCPL FINANCIAL STATEMENT
September 30, 2023

	Beginning 2023 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,452,984.16	$215,439.45	$1,888,664.83	$65,886.78	$1,773,302.35	$1,337,621.68
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$28,544.83	$803.45	$15,227.54	$100.00	$15,753.87	$29,071.16
DeMotte	$10,206.61	$85.18	$4,745.73	$0.00	$3,643.67	$9,104.55
Rensselaer	$15,220.35	$500.81	$7,608.62	$100.00	$8,846.28	$16,458.01
Wheatfield	$3,117.87	$217.46	$2,873.19	$0.00	$3,263.92	$3,508.60
Library Improvement Reserve Fund	$232,697.44	$0.00	$0.00	$18.50	$174.10	$232,871.54
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$1,883,891.24	$0.00	$0.00	$8,309.32	$68,716.99	$1,952,608.23
Includes Investments of: $1,895,201.82						
Broadband Connectivity Grant Fund	$0.00	$1,165.50	$12,010.50	$0.00	$18,520.35	$6,509.85
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$237.15	$0.00	$211.99	$0.00	$137.73	$162.89
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ARP Grant Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$9,046.21	$79,597.96	$9,046.21	$79,597.96	$0.00
FICA Tax Collected	$0.00	$8,699.15	$77,450.62	$8,699.15	$77,450.62	$0.00
State Tax Collected	$0.00	$3,822.85	$34,008.84	$3,822.85	$34,008.84	$0.00
County Tax Collected	$0.00	$3,034.37	$26,991.44	$3,034.37	$26,991.44	$0.00
INPRS	$0.00	$3,264.49	$28,872.76	$3,264.49	$28,872.76	$0.00
Deferred Comp Plan	$0.00	$1,940.00	$17,310.00	$1,940.00	$17,310.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,485.87	$31,687.89	$3,570.94	$31,867.13	$179.24
Life Insurance	$0.00	$276.32	$2,704.72	$276.30	$2,703.94	($0.78)
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,601,767.72	$250,977.66	$2,214,739.09	$107,968.91	$2,175,408.08	$3,562,436.71

F2

Bank Balances

Jasper County Public Library

Report as of: **9/30/23**

	Bank	
1	Alliance Bank	$1,666,964.89
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$1,895,201.82
	Total all banks =	**$3,562,436.71**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$1,804,521.98		Rainy Day	7/29/22	$6,818.65	Jan-23
								$6,399.54	Feb-23
								$7,277.13	Mar-23
								$7,431.22	Apr-23
								$7,966.02	May-23
								$7,835.08	Jun-23
								$8,182.74	Jul-23
								$8,458.94	Aug-23
								$8,304.76	Sep-23

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: $68,674.08

F3.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **9/1/23** *To* **9/30/23**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$86,944.00	$0.00	$86,944.00	$7,314.66	$65,657.74	$21,286.26	24.5
1.12 SALARY OF ASSISTANTS	$1,220,279.00	$0.00	$1,220,279.00	$101,742.91	$906,336.16	$313,942.84	25.7
1.13 WAGES OF JANITORS	$99,251.00	$0.00	$99,251.00	$7,198.00	$62,648.81	$36,602.19	36.9
1.21 EMPLOYER'S SHARE-FICA	$107,595.00	$0.00	$107,595.00	$8,699.15	$77,450.62	$30,144.38	28.0
1.22 UNEMPLOYMENT COMPENSATION	$2,531.00	$0.00	$2,531.00	$0.00	$2,223.59	$307.41	12.1
1.23 EMPLOYER'S CONTRIB.- PERF	$125,868.00	$0.00	$125,868.00	$10,715.96	$94,943.44	$30,924.56	24.6
1.24 EMPLOYER'S CONTRIB.- INS.	$175,454.00	$0.00	$175,454.00	$13,046.62	$114,172.83	$61,281.17	34.9
Subtotal	*$1,817,922.00*		$1,817,922.00	$148,717.30	$1,323,433.19	$494,488.81	27.2
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$162.22	$337.78	67.6
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$65.36	$434.64	86.9
2.13 OTHER OFFICE SUPPLIES	$6,500.00	$0.00	$6,500.00	$303.37	$3,779.25	$2,720.75	41.9
2.21 CLEANING & SANITATION SUPPLIES	$7,500.00	$0.00	$7,500.00	$479.46	$4,822.18	$2,677.82	35.7
2.23 OTHER OPERATING SUPPLIES	$6,500.00	$0.00	$6,500.00	$22.54	$3,710.93	$2,789.07	42.9
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$2,216.44	($716.44)	-47.8
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$125.14	$274.86	68.7
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$6.82	$121.99	$628.01	83.7
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$158.76	$7,588.32	$8,911.68	54.0
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$49.99	$50.01	50.0
Subtotal	*$40,750.00*		$40,750.00	$970.95	$22,641.82	$18,108.18	44.4

3. Other Services and Charge

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$0.00	$4,175.00	$2,825.00	40.4
3.14 OTHER PROFESSIONAL SERVICES	$6,200.00	$0.00	$6,200.00	$13,866.00	$34,064.58	($27,864.58)	-449.4
3.145 DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$2,563.13	$13,649.29	$16,450.71	54.7
3.146 E-BOOKS SERVICES	$40,000.00	$0.00	$40,000.00	$0.00	$31,750.00	$8,250.00	20.6
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,182.44	$9,954.21	$4,045.79	28.9
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$0.00	$837.38	$1,162.62	58.1
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$2,120.25	$9,997.82	$10,002.18	50.0
3.24 PROFESSIONAL MEETINGS	$7,500.00	$0.00	$7,500.00	$539.24	$2,647.81	$4,852.19	64.7
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$140.76	$830.58	$969.42	53.9
3.26 NETWORKING	$92,220.00	$0.00	$92,220.00	$1,022.72	$10,940.38	$81,279.62	88.1
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$1,232.26	($432.26)	-54.0
3.33 MARKETING ADVERTISING	$4,500.00	$0.00	$4,500.00	$0.00	$4,360.00	$140.00	3.1
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$250.00	$250.00	50.0
3.42 OTHER INSURANCE	$31,000.00	$0.00	$31,000.00	$0.00	$15,004.50	$15,995.50	51.6
3.51 GAS	$25,000.00	$0.00	$25,000.00	$937.43	$15,049.50	$9,950.50	39.8
3.52 ELECTRICITY	$129,000.00	$0.00	$129,000.00	$10,653.26	$75,946.14	$53,053.86	41.1
3.53 WATER	$3,500.00	$0.00	$3,500.00	$273.87	$2,470.73	$1,029.27	29.4
3.54 WASTE DISPOSAL SERVICES	$9,000.00	$0.00	$9,000.00	$662.41	$5,976.09	$3,023.91	33.6
3.61 BUILDING & STRUCTURES	$122,930.00	$0.00	$122,930.00	$5,935.24	$31,222.40	$91,707.60	74.6
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$171.25	$171.25	$328.75	65.8
3.72 EQUIPMENT RENTALS	$400.00	$0.00	$400.00	$14.39	$298.51	$101.49	25.4
3.91 DUES	$2,600.00	$0.00	$2,600.00	$0.00	$546.00	$2,054.00	79.0
3.93 TAXES & ASSESSMENTS	$500.00	$0.00	$500.00	$0.00	$41.34	$458.66	91.7
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$124,053.00	$0.00	$124,053.00	$1,621.39	$82,904.97	$41,148.03	33.2
Subtotal	*$725,523.00*		$725,523.00	$41,703.78	$354,320.74	$371,202.26	51.2
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$88,000.00	$0.00	$88,000.00	$3,353.47	$55,405.13	$32,594.87	37.0
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$14,358.20	$81,438.21	$68,561.79	45.7
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$1,472.22	$10,647.11	$5,852.89	35.5
4.53 NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$4,863.53	$40,778.63	$19,221.37	32.0
Subtotal	*$314,500.00*		$314,500.00	$24,047.42	$188,269.08	$126,230.92	40.1
Grand Total	$2,898,695.00	$0.00	$2,898,695.00	$215,439.45	$1,888,664.83	$1,010,030.17	34.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3c

Appropriation Report for 276 BROADBAND CONNECTIVITY

F3d

Jasper County Public Library

Report Date: From **9/1/23** *To* **9/30/23**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,165.50	$12,010.50	($12,010.50)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,165.50	$12,010.50	($12,010.50)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,165.50	$12,010.50	($12,010.50)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Voucher List

Jasper County Public Library

Report Date: From **9/1/23** *To* **9/30/23**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	583	PAYROLL	9/8/23	PAYROLL	$60,759.32
0	586	CHRISTINA SANDERS	9/8/23	Courier Mileage: 8/16-8/31/23 (conf#1253)	$416.58
0	587	INPRS fbo PERF	9/8/23	INPRS Contributions 9/8/23 Payroll	$7,259.10
0	588	IRS USA TAXPAYMENT	9/8/23	Federal Withholding, Medicare, & FICA withheld 9/8/23 Payroll (Acknowledgement #270365443855731)	$13,829.82
0	589	NATIONWIDE	9/8/23	Annuity withheld 9/8/23 Payroll	$970.00
0	590	TOWN OF WHEATFIELD	9/8/23	Wh: Sewer Service September 2023 (Conf#1254)	$77.35
39526	591	AARON'S LAWN CARE	9/11/23	DeM, Rens & Wh: Mowing & edging	$1,155.00
39527	592	ABONMARCHE CONSULTANT	9/11/23	Facilities Assessment & Concepts progress thru 8/15/23	$13,866.00
39528	593	ACE HARDWARE	9/11/23	Light bulbs, locking outlet covers	$22.54
39529	594	AMAZON CAPITAL SERVICES	9/11/23	Books, digitization equipment, library supplies, repair parts	$357.57
39530	595	ANTHEM BLUE CROSS BLUE	9/11/23	Health insurance premiums- September 2023	$15,153.97
39531	596	ANTHEM LIFE	9/11/23	Life insurance premiums- September 2023	$109.41
39532	597	APPLIED INNOVATION	9/11/23	Quarterly maintenance agreement on patron copiers	$1,204.92
39533	598	BAKER & TAYLOR	9/11/23	Books, Continuations, AV, Auto. Yours	$13,157.75
39534	599	BAKER & TAYLOR ENTERTAIN	9/11/23	AV	$2,358.11
39535	600	BETH HOPKINS	9/11/23	Mileage 8/28/23	$83.19
39536	601	BRIGHTSPEED	9/11/23	Rens: Fax line service- September 2023, service call	$162.78
39537	602	BUSINESS CARD	9/11/23	Domain renewal, Kahoot subscription upgrades & renewals, iPad covers, Digipalooza conference expenses, library supplies	$1,385.76
39538	603	BUSINESS MANAGEMENT DAI	9/11/23	Payroll Legal Alert subscription	$239.00
39539	604	CAPITAL ONE	9/11/23	Walmart: Stick vacuum, library supplies	$218.31
39540	605	CAROLYNN DeVRIES	9/11/23	Mileage 8/15/23	$10.48
39541	606	CINTAS CORP	9/11/23	Rens: Janitorial supplies	$233.00
39542	607	CINTAS CORP.	9/11/23	DeM & Wh: Janitorial supplies	$230.18
39543	608	CULLIGAN WATER CONDITIO	9/11/23	Wh: Water Cooler Rental- September 2023; 5-gallon drinking water- 5	$47.24
39544	609	DANIEL VAN BLAIRCOM	9/11/23	Mileage 12/31/22-4/29/23	$30.73
39545	610	DELTA DENTAL	9/11/23	Dental insurance premiums- September 2023	$585.72
39546	611	DEMCO INC	9/11/23	Bookmarks	$125.32
39547	612	EBSCO INFORMATION SERVI	9/11/23	Consumer Reports database subscription 10/1/23-9/30/24	$2,133.00
39548	613	ENA SERVICES LLC	9/11/23	Internet Service- July 2023	$1,165.50
39549	614	GOVCONNECTION, INC.	9/11/23	iPad Air, Apple pencil, Logitech MX Keys	$1,053.89
39550	615	GOODWIN FIRE EQUIPMENT, I	9/11/23	Annual fire extinguisher inspection and maintenance	$171.25
39551	616	THE HAMSTRA GROUP, INC.	9/11/23	Rens: inspected fax line issues; Wh: replace compressor	$3,186.75
39552	617	ICC BUSINESS PRODUCTS	9/11/23	Copy paper, steel wool soap pads	$63.63
39553	618	INDIANA GROCERY GROUP, L	9/11/23	Book discussion treats, Management Meeting refreshments, Pre-Stem Program supplies, NWI Directors Meeting refreshments	$96.80
39554	619	INDIANA WASTE SERVICE	9/11/23	DeM. & Wh: Trash pick-up September 2023	$184.98
39555	620	KAITLYN LAKIN	9/11/23	Mileage 7/17-8/18/23	$8.52
39556	621	KIM DELGER	9/11/23	Mileage 8/28/23	$60.26
39557	622	LINDA POORTENGA	9/11/23	Digipalooza conference expenses; Mileage 7/12-8/15/23	$532.08
39558	623	MELISSA J. WIDNER	9/11/23	Mileage 8/28/23	$79.26
39559	624	MIDWEST TAPE LLC	9/11/23	AV	$1,221.47
39560	625	NIMBO IP LLC	9/11/23	Monthly Managed Service- August 2023	$815.00
39561	626	NIPSCO	9/11/23	DeM & Wh: Gas & electric service 8/1-8/31/23	$6,919.78
39562	627	NITCO	9/11/23	DeM: Local phone service September 2023	$138.33

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39563	628	ODP BUSINESS SOLUTIONS, L	9/11/23	Toner	$230.32
39564	629	PATTY EENIGENBURG	9/11/23	Mileage 8/28/23	$60.13
39565	630	PATTY STRINGFELLOW	9/11/23	IN Office of Technology Regional Meeting expenses; Mileage 8/3-8/30/23	$164.92
39566	631	THE PENWORTHY COMPANY	9/11/23	Books	$1,806.38
39567	632	PLAYAWAY PRODUCTS, LLC	9/11/23	Power adapters, Launchpads, Wonderbooks	$634.07
39568	633	POST-TRIBUNE	9/11/23	DeM & Rens: Newspaper subscriptions Acct#44365252	$212.99
39569	634	PRECISION CONTROL SYSTE	9/11/23	Rens: Chiller repair	$989.00
39570	635	QUILL LLC	9/11/23	Name tags, chair	$534.40
39571	636	RACHAEL CAVINDER	9/11/23	Mileage 7/26-8/28/23	$85.15
39572	637	REBECCA AMALONG	9/11/23	Mileage 3/16-8/28/23	$108.73
39573	638	ROEING CORPORATION	9/11/23	UPS replacement, troubleshoot phone line for fire panel & fax	$2,140.00
39574	639	SHANNON HELDAK	9/11/23	Mileage 6/12-7/18/23	$48.47
39575	640	TRUGREEN PROCESSING CE	9/11/23	Rens: Insect & disease control service	$104.49
39576	641	UNIQUE	9/11/23	Collections: Initial/Secondary Placements- August 2023	$164.25
39577	642	USA TODAY	9/11/23	Wh: Newspaper subscription Acct# UT4209466	$399.24
39578	643	VICKI DONAHUE	9/11/23	Barn Quilt Program Presenter	$225.00
39579	644	VISUAL EDGE IT, INC	9/11/23	Rens. Staff Copier maintenance agreement	$122.07
39580	645	VSP INSURANCE CO. (CT)	9/11/23	Vision insurance premiums- September 2023	$214.74
39581	646	KAITLYN LAKIN	9/12/23	Health, Life, & Aflac amounts incorrectly withheld on 9/8/23 paycheck	$119.57
0	647	PAYROLL	9/25/23	PAYROLL	$55,496.25
0	648	AFLAC	9/25/23	Supplemental Insurance September 2023 (conf#1255)	$625.40
0	649	ALLIANCE BANK	9/25/23	Direct Deposit Fees -- August 2023	$36.60
0	650	BRIGHTSPEED	9/25/23	Wh: Fax line September 2023 (Conf#1256)	$66.33
0	651	CHICAGO TRIBUNE	9/25/23	DeM & Rens: Newspaper subscriptions Acct# 20468938 (conf# 1260)	$620.99
0	652	CHRISTINA SANDERS	9/25/23	Courier Mileage: 9/1-9/15/23 (conf#1258)	$365.49
0	653	CITY OF RENSSELAER	9/25/23	Rens: Utilities: 8/4-9/6/23 (Conf# 153376527)	$5,153.19
0	654	INDIANA DEPARTMENT OF RE	9/25/23	State & County Taxes withheld September 2023 Payrolls (conf#0-014-931-941)	$6,857.22
0	655	INPRS fbo PERF	9/25/23	INPRS Contributions 9/25/23 Payroll	$6,721.35
0	656	IRS USA TAXPAYMENT	9/25/23	Federal Withholding, Medicare, & FICA withheld 9/25/23 Payroll (Acknowledgement #270366993654585)	$12,614.69
0	657	NATIONWIDE	9/25/23	Annuity withheld 9/25/23 Payroll	$970.00
0	658	TOWN OF DEMOTTE	9/25/23	Dem: Sewer & Water: August 2023 (Conf#1259)	$158.82
0	659	T-MOBILE	9/25/23	Hotspot Data Service 8/2-9/1/23 (Conf #1257)	$1,022.72
0	660	ALLIANCE BANK	9/29/23	Positive Pay Fee- September 2023	$15.00
0	661	SQUARE, INC	9/30/23	Merchant Processing Fees- September 2023	$10.04

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
				Total Amount of Claims	**$250,977.66**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, October 3, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $250,977.66

Date this 9th **day of** October **,20**23.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
September 30, 2023

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$420.90	$5,779.35
DeMotte	$47.95	$1,485.02		
Rensselaer	$300.96	$3,015.28		
Wheatfield	$71.99	$1,279.05		
PHOTOCOPIES:			$1,171.80	$9,337.99
DeMotte	$362.45	$2,935.81		
Rensselaer	$553.10	$4,651.73		
Wheatfield	$256.25	$1,750.45		
INTEREST (Checking, Repurchase, CDs):			$114.00	$1,031.54
TAXES:			$64,180.08	$1,754,658.18
Property Tax	$0.00	$880,030.42		
LOIT	$0.00	$125,325.06		
License Excise Tax	$0.00	$68,174.36		
Financial Institution Tax	$0.00	$2,607.62		
CVET(Commercial Vehicle Excise)	$0.00	$9,079.00		
LIT Certified Shares	$64,180.08	$669,441.72		
TAXABLE SALES:-			$0.00	$25.10
REFUNDS:			$0.00	$2,470.19
Rebates/Refund	$0.00	$444.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$0.00	$1,900.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$126.19		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$65,886.78**	**$1,773,302.35**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$100.00	$15,753.87
DeMotte	$0.00	$3,643.67		
Rensselaer	$100.00	$8,846.28		
Wheatfield	$0.00	$3,263.92		
LIB. IMPROV. RESERVE FUND:			$18.50	$174.10
Interest Earned	$18.50	$154.33		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$8,309.32	$68,716.99
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$8,309.32	$68,716.99		
Interfund Transfer	$0.00	$0.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,520.35
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$0.00	$137.73
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$74,314.60**	**$1,876,605.39**

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WITHHOLDING ACCOUNT FUNDS:			$33,654.31	$298,802.69
FIT Tax Collected	$9,046.21	$79,597.96		
FICA Collected	$8,699.15	$77,450.62		
State Tax Collected	$3,822.85	$34,008.84		
County Tax Collected	$3,034.37	$26,991.44		
INPRS	$3,264.49	$28,872.76		
Deferred Comp Plan	$1,940.00	$17,310.00		
Pre-tax Insurance Plan	$3,570.94	$31,867.13		
Life Insurance	$276.30	$2,703.94		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS...			**$107,968.91**	**$2,175,408.08**

F6a

Voucher List

Jasper County Public Library

Report Date: From **10/1/23** ***To*** **10/9/23**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
39582	670	AARON'S LAWN CARE	10/9/23	Mowing & edging, debris removal at DeMotte Library, trim bushes/landscaping around building at Rensselaer Library	$1,300.00
39583	671	ABONMARCHE CONSULTANT	10/9/23	Facilities Assessment & Concepts progress thru 9/15/23	$7,751.00
39584	672	ACE HARDWARE	10/9/23	Maintenance & library supplies	$187.04
39585	673	AGE OF LEARNING, INC.	10/9/23	ABCmouse database subscription 10/1/23-9/30/28	$4,413.50
39586	674	AMAZON CAPITAL SERVICES	10/9/23	Library supplies, ClearClick video to digital converter, Cricut Maker 3, BUNN coffee maker, books	$1,065.28
39587	675	ANTHEM BLUE CROSS BLUE	10/9/23	Health insurance premiums- October 2023; K. Lakin-credit for Sept 2023 premium	$13,371.15
39588	676	ANTHEM LIFE	10/9/23	Life insurance premiums- October 2023, K. Lakin- credit for Sept 2023 premium	$101.01
39589	677	AUTOMATIC DOOR SERVICE I	10/9/23	Rens: replaced exterior press wall switch components and door decal	$650.30
39590	678	AUTUMN FAGENBAUM	10/9/23	Mileage 4/17-8/28/23	$495.18
39591	679	BAKER & TAYLOR	10/9/23	Books, Continuations, AV, Auto. Yours	$9,205.87
39592	680	BAKER & TAYLOR ENTERTAIN	10/9/23	AV	$2,241.91
39593	681	BARCODES LLC	10/9/23	Charging cradle for scanners	$91.98
39594	682	BELSTRA FARM AND GARDEN	10/9/23	DeM: Boulders for landscaping	$485.00
39595	683	BOOKPAGE	10/9/23	BookPage subscription- 12 monthly issues, November 2023 - October 2024, 50 copies	$402.00
39596	684	BRIGHTSPEED	10/9/23	Rens: Fax line service- October 2023	$63.94
39597	685	BUSINESS CARD	10/9/23	Library supplies, books, IN State Library Visit expenses, background check	$612.83
39598	686	CAPITAL ONE	10/9/23	Walmart: Staff Development Day expenses, Barn Quilt program snacks, air freshener, stainless cleaner, After School program supplies	$306.21
39599	687	CAROLYNN DeVRIES	10/9/23	Mileage 8/29-9/29/23	$62.88
39600	688	CENGAGE LEARNING INC/ GA	10/9/23	Book	$24.79
39601	689	CI INSURANCE	10/9/23	Semi-annual premium for building insurance	$11,401.50
39602	690	CINTAS CORP	10/9/23	Rens: Janitorial supplies	$233.00
39603	691	CINTAS CORP.	10/9/23	DeM & Wh: Janitorial supplies	$299.18
39604	692	CULBRETH'S LAWN & TREE LL	10/9/23	Rens: removed Birch and stump at corner of building and group of three Pines and sapling on north side; grind stumps, remove debris	$4,700.00
39605	693	CULLIGAN WATER CONDITIO	10/9/23	Wh: Water Cooler Rental- October 2023	$14.39
39606	694	CYNTHIA L.HORGASH	10/9/23	Program presenter	$100.00
39607	695	DELTA DENTAL	10/9/23	Dental insurance premiums- October 2023: K. Lakin-credit for Sept 2023 premium	$520.64
39608	696	ENA SERVICES LLC	10/9/23	Internet Service- August & September 2023	$2,331.00
39609	697	EVELYN S. PARRISH	10/9/23	Mileage 7/11-8/28/23	$104.15
39610	698	GOVCONNECTION, INC.	10/9/23	iPad 64GB	$434.89
39611	699	GRAINGER	10/9/23	O-rings, vacuum bags, batteries	$58.84
39612	700	THE HAMSTRA GROUP, INC.	10/9/23	Rens: Roof fan thermostats not working, found fan tripping breaker and repaired	$243.00
39613	701	HODGES AND DAVIS, P.C.	10/9/23	Legal Assistance: HVAC/Chiller Matters	$860.00
39614	702	HUMANE INDIANA, INC.	10/9/23	Program presenter	$420.00
39615	703	ICC BUSINESS PRODUCTS	10/9/23	Vinegar	$20.85
39616	704	INDIANA GROCERY GROUP, L	10/9/23	Anime Club snacks, Nerf Night treats, Teen program suppies, children's program supplies	$88.51
39617	705	INDIANA UNIV ACCTS RECEIV	10/9/23	Replacement fee for IL/SRCS item	$125.00
39618	706	JANICE WILMA	10/9/23	Mileage 2/3-9/28/23	$425.10
39619	707	JENNA SKINNER	10/9/23	Mileage 8/8-9/26/23	$143.12

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F6b

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39620	708	KAUFMAN SEAL COATING LLC	10/9/23	Wh: Seal coat & stripe parking lot	$5,300.00
39621	709	KIRBY RISK CORPORATION	10/9/23	Lightbulbs	$98.22
39622	710	KONE	10/9/23	DeM: Elevator Maintenance Agreement 10/1-12/31/23	$513.27
39623	711	KROOSWYK PLUMBING, HEAT	10/9/23	Wh: Backflow repair	$416.62
39624	712	LAURA GUTZWILLER	10/9/23	Program presenter	$560.00
39625	713	MELISSA SMITH	10/9/23	Mileage 8/28/23	$79.91
39626	714	MIDWEST TAPE LLC	10/9/23	AV	$1,266.22
39627	715	NEILE TRAINOR	10/9/23	Mileage 7/7-9/27/23	$70.74
39628	716	NIMBO IP LLC	10/9/23	Monthly Managed Service- September 2023	$815.00
39629	717	NIPSCO	10/9/23	DeM & Wh: Gas & electric service 8/31-10/2/23	$6,598.30
39630	718	NITCO	10/9/23	DeM: Local phone service October 2023	$139.47
39631	719	ODP BUSINESS SOLUTIONS, L	10/9/23	Janitorial, office, and library supplies	$245.33
39632	720	OSBY WATER CONDITIONING	10/9/23	Wh: Water softener chemicals; replace leaking seals, drain valves	$490.00
39633	721	PATTY STRINGFELLOW	10/9/23	Mileage 9/8-9/21/23	$144.10
39634	722	PHEGLEY CONSTRUCTION AN	10/9/23	Rens: Remove and replace lifting/crumbling concrete, patch spots on west side curb	$7,000.00
39635	723	PLAYAWAY PRODUCTS, LLC	10/9/23	Wonderbooks, Launchpads, power adapter	$756.93
39636	724	POSTMASTER	10/9/23	Stamps	$943.00
39637	725	QUILL LLC	10/9/23	Janitorial, office, and library supplies	$300.69
39638	726	RACHAEL CAVINDER	10/9/23	Mileage 9/18/23	$167.68
39639	727	RENSSELAER ROTARY CLUB	10/9/23	3rd quarter dues & meals	$112.00
39640	728	ROEING CORPORATION	10/9/23	Tech Maintenance Support - 3rd Installment 2023	$6,250.00
39641	729	SMITH FARM STORE	10/9/23	4port connectors, 3ft u-post	$49.16
39642	730	TRUGREEN PROCESSING CE	10/9/23	DeM & Wh: Lawn fertilization	$159.68
39643	731	UNIQUE	10/9/23	Collections: Initial/Secondary Placements- September 2023	$87.60
39644	732	VISUAL EDGE IT, INC	10/9/23	Rens. Staff Copier maintenance agreement	$125.20
39645	733	VSP INSURANCE CO. (CT)	10/9/23	Vision insurance premiums- October 2023; K. Lakin- credit for Sept 2023 premium	$190.88

F6C

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**

Total Amount of Claims **$98,235.04**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 9, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $98,235.04

Date this 9th **day of** October **,20**23**.**

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

402

Agenda
Jasper County Public Library
Board of Trustees Nominating Committee Meeting
Thursday, November 2, 2023; 4pm
Wheatfield Public Library

Slate of Officers - 2024

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, November 13, 2023, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

- Minutes of October Board Meeting
- Bills/Financial Reports
- Salary Ordinance Update (R 7)
- Policy Review (R 10; R 15)

General Business

Rensselaer Library Chiller Replacement (R 15)	Action
Technical Services Librarian & Systems Administrator Annual Reports (R 15)	Information
Fair Oaks Farm Pass (R 15)	Action
2024 Slate of Officers (R 16)	Information
Year-End Board Meeting (R 16)	Information

Director's Report (R 15- R 18)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES **October 9, 2023**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Julie Davidson, Janelle Harper, Mark Heinig, Janett Kingman, Patricia Stringfellow, Rayann Gilmore
Absent: Janet Umlauf, Kevin Kaluf, Kristie Housman

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the September Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Harassment/Discrimination Policy revisions, Blu-ray/DVD Policy revisions, and Public Forum Policy, Library Credit Card Policy, & Digital Access Card Policy reviews were approved as presented on a motion by M. Heinig, seconded by J. Kingman. Motion passed.

Budget 2024 Adoption: The 2024 budget has been advertised and a public hearing held with no public objections. The final step is to adopt the budget, sign the required forms, and submit to DLGF. Budget totals are: Operating Fund $2,961,325; Rainy Day Fund $1,062,387. The 2024 budget was adopted as advertised with a motion by J. Harper, seconded by J. Kingman. Motion was unanimously passed.

Recommendation to Increase Minimums in the Compensation Schedule & Revise Personnel Policy: P. Stringfellow presented a recommendation to raise the minimums in our Compensation Schedule by $ .75 per hour for all classifications except for Page. She recommended raising the minimum for the Page classification by $ .35 per hour. We have noticed a decline in the number and quality of applicants for open positions and feel the minimums in our Compensation Schedule are too low for our area. If we want to attract a good pool of applicants, we need to offer competitive wages. In addition to the changes to the Compensation Schedule, we recommend some other revisions to the Personnel Policy: we want to eliminate the $.10 cent per hour increases for the Pages, Clerks and Assistant I's and treat them like everyone else. We feel that the small increases don't add value and create more work than they are worth. We are eliminating the automatic increases to the minimums in odd numbered years. Instead, we will review the minimums every three years and add this task to the Board/Admin task list so that it is not forgotten. We want to move to prorating the first annual increase instead of using the existing quadrants of time that are named in the policy currently. We have tried to add some clarifying language to differentiate between the one-year-anniversary increase and the annual increases after that. On occasion an employee gets confused about how that works. We have moved some paragraphs around from the Plan Summary section to the Work Performance section because they fit better there. We also made a minor change in the Break Time section to better clarify break time for expressing breast milk. We recommend an in-effect date of 11/1/23 for the increase to the minimums and the Personnel Policy revisions. M. Heinig moved to increase the minimums in the Compensation Schedule by $ .75 per hour for all classifications except for Page, to increase the minimum for the Page classification by $ .35 per hour, and to approve the Personnel Policy revisions as presented with an in-effect date of 11/1/23 for all the changes, seconded by J. Harper. Motion passed unanimously.

Compression Increases: Since the Board approved increasing the minimums in the Compensation Schedule, P. Stringfellow recommended that each staff member's hourly rate, including the Director's, increase by $ .75 per hour except for pages who should increase by $ .35 per hour, effective 11/1/23 in consideration of compression. The cost to this year's Personal Services budget to apply compression increases for nine weeks is approximately $11,000. The 2024 Budget was written with sufficient funds to cover these increases if the board approves them. J. Kingman moved to increase each staff member's hourly rate, including the Director's, by $ .75 per hour except for pages who will receive an increase of $ .35 per hour, effective 11/1/23, seconded by J. Harper. Motion passed unanimously.

Advanced Tax Draw Resolution: To receive tax revenue as early as possible an Advanced Tax Draw request must be made to the County Auditor. The request is valid for 30 days. M. Heinig made a motion to request an advanced draw, seconded by J. Harper. Motion passed.

2024 Slate of Officers: The nominating committee, K. Kaluf (chairperson), J. Davidson, and J. Umlauf will present a slate of officers for 2024 at the November Board Meeting. Board members can only serve two consecutive years in the same office. Election of officers will be at the December Board Meeting.

Director's Report: P. Stringfellow shared that all bushes and plantings around the Rensselaer Library building have been cut back so that no one can shelter or hide behind them. Three large fir trees were removed from the north end of the property for the same reason. The trees were rather unsightly, and we saw evidence of people sheltering in the trees earlier in September. The 30-year-old birch tree was removed from the southeast corner of the building because its roots were contributing to the concrete pads heaving. The concrete has been replaced/repaired. With the loss of the tree and some other plants near the front entrance, we are working with a local vendor to spruce things up. They are working with us to develop an attractive, low-maintenance landscape plan for areas near Rensselaer's front entrance. This is a work in progress. On September 25, we received word about our Rensselaer Chiller from the manufacturer, "Our lead time on several of the components needed for the chiller have improved drastically and wanted to see if you would like it much sooner than expected. Our factory has advised if you would like it shipped next week. Please let me know if you would like this change made." We emailed our lead architect, Arvin, about this unexpected and exciting news and asked, since we are not equipped to receive just yet what is the best way to handle this? Abonmarche is on the board meeting agenda for November 13 to review specs with the board with a goal of going out to bid for the installation portion of the project. Arvin replied that he would discuss with the engineering team and said they would connect with the vendor to determine what storage is available in the interim. He also indicated that Glenn Glidden, Mechanical Engineer, would be touching base to visit the Rensselaer Library as they work on the specs for the installation. For two months in a row, we have not received our LOIT revenue from the auditor. We emailed the auditor about it, who explained that they had not received any money from the state for this. We also checked with our DLGF Field Rep to see if she knew any reason, we would not be receiving it, and she is not aware of any reason for the delay. We will continue to monitor this. If we go another month without receiving, we will call the auditor and seek more information. LOIT revenue is about $17,900 per month. We are now able to capture statistics for the use of our digitized newspapers in Hoosier State Chronicles. That state cannot provide the data for us. We asked, and they explained that they had data from Google Analytics for all newspaper use, but they didn't know how to get our local data out of those numbers. Mel Widner requested their Google Analytics spreadsheets and developed a procedure and a formula to pull use stats for our newspapers. She then shared her process with the state library who deemed it 'super impressive'. Now they can share the procedure and formula with other entities who might wish to get their own use stats. What a wonderful impact!

Adjournment: With no further matters for discussion M. Heinig moved to adjourn the meeting at 6:29 PM, seconded by J. Kingman.

Janelle L. Harper
Janelle Harper, Secretary Pro-Tem

Julie Davidson
Attest: J. Davidson, President

CIRCULATION BY HOLDINGS CODE
October 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	24	2	0	26
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	40	3	0	43
Blu-Ray (DBR)	107	2	1	110
Books on CD (DBKCD)	37	2	0	39
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	31	0	0	31
Digital Audiobooks (DDA)	25	0	0	25
DVD (DDVD)	1252	18	10	1280
Equipment (DEQP)	39	0	0	39
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	505	30	7	542
Fiction Fantasy (DFICF)	1	0	0	1
Fiction Inspirational (DFICI)	157	13	1	171
Fiction Mystery (DFICM)	86	21	2	109
Fiction New (DFICNEW)	413	17	11	441
Fiction Science Fiction (DFICSF)	4	0	0	4
Fiction Western (DFICW)	0	0	0	0
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	73	1	0	74
Hanging Bags (DHANG)	56	3	0	59
Hotspots (DWIFI)	9	32	2	43
ILL (DILL)	17	0	0	17
Internet (DINTER)	520	0	0	520
Juv. Audio book (DJAUDB)	24	0	0	24
Juv. Biography (DJBIO)	61	2	0	63
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	66	0	0	66
Juv. Digital Device (DJDDP)	39	0	0	39
Juvenile Easy (DJE)	1111	25	6	1142
Juv. Easy Non-fiction (DJENF)	81	3	0	84
Juv. Easy Reader (DJER)	475	2	0	477
Juv. Easy Reader NF (DJERN)	21	0	0	21
Juv. Fiction (DJFIC)	560	15	1	576
Juv. Graphic Novel (DJGN)	235	0	1	236
Juv. Holiday books (DJHOL)	175	5	0	180
Juv. Launchpads (DPTAB)	14	0	0	14
Juv. Magazine (DJMAG)	18	0	0	18
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	428	5	7	440
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	193	1	0	194
Large Print Fiction (DLPF)	139	40	5	184
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	106	5	3	114
Large Print Nonfic (DLPNF)	2	1	0	3
Large Print Western (DLPW)	2	0	0	2
Magazine (DMAG)	293	2	0	295
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	8	0	0	8
Nonfiction 100 (DNF100)	12	0	0	12
Nonfiction 200 (DNF200)	27	1	2	30
Nonfiction 300 (DNF300)	30	3	0	33
Nonfiction 400 (DNF400)	2	0	0	2
Nonfiction 500 (DNF500)	9	0	1	10
Nonfiction 600 (DNF600)	82	3	4	89
Nonfiction 700 (DNF700)	22	3	0	25
Nonfiction 800 (DNF800)	4	2	0	6
Nonfiction 900 (DNF900)	30	7	0	37
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	23	0	0	23
Nonfiction (DNFIC)	7	0	0	7
Nonfiction New (DNFNEW)	105	7	13	125
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	1	0	3
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	4	0	0	4
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	14	0	0	14
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	1	45	1	47
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	5	0	0	5
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	4	0	0	4
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	136	8	6	150
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	19	1	1	21
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	3	0	0	3

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	17	0	20
Blu-Ray (RBR)	1	247	1	249
Books on CD (RBKCD)	3	38	1	42
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	4	48	2	54
Digital Audiobooks (RDA)	0	7	0	7
DVD (RDVD)	21	1713	10	1744
Equipment (REQP)	0	2	0	2
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	28	549	12	589
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	10	300	14	324
Genealogy (RGENE)	0	2	0	2
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	3	100	0	103
Hanging Bag (RHANG)	1	80	1	82
Hotspots (RWIFI)	7	27	6	40
ILL (RILL)	0	23	0	23
Internet (RINTER)	0	236	0	236
Juv. Audio book (RJAUDB)	0	8	0	8
Juv. Biography (RJBIO)	7	18	0	25
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	20	0	20
Juv. Digital Device (RJDDP)	2	11	0	13
Juvenile Easy (RJE)	21	661	14	696
Juv. Easy Non-fiction (RJENF)	0	30	1	31
Juv. Easy Reader (RJER)	4	297	0	301
Juv. Easy Reader NF (RJERN)	1	12	0	13
Juv. Fiction (RJFIC)	23	316	7	346
Juv. Graphic Novel (RJGN)	5	182	2	189
Juv. Launchpads (RPTAB)		23		23
Juv. Magazine (RJMAG)	0	3	0	3
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	21	165	6	192
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	1	207	0	208
Large Print Fiction (RLPF)	6	149	5	160
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	1	127	4	132
Large Print Nonfic (RLPNF)	0	5	0	5
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	163	0	163
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	0	0	0
Non-Fiction 100 (RNF100)	1	18	0	19

Non-Fiction 200 (RNF200)	1	19	2	22
Non-Fiction 300 (RNF300)	7	35	0	42
Non-Fiction 400 (RNF400)	0	1	0	1
Non-Fiction 500 (RNF500)	1	12	0	13
Non-Fiction 600 (RNF600)	14	122	3	139
Non-Fiction 700 (RNF700)	7	20	1	28
Non-Fiction 800 (RNF800)	0	4	0	4
Non-Fiction 900 (RNF900)	5	13	0	18
Nonfiction Blu-Ray (RNFBR)	0	2	0	2
Nonfiction DVD (RNFDVD)	0	53	0	53
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	16	126	12	154
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	1	1	0	2
Playaway View (RVIEW)	0	8	0	8
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	41	8	5	54
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	3	25	28
STEAM Kits (RSTEAM)	0	12	0	12
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	3	0	3
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	4	58	0	62
YA Music CD (RYACD)	0	1	0	1
YA Nonfiction (RYANF)	1	0	0	1
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	2	0	2
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	1	6	7
Blu-Ray (WBR)	0	2	200	202
Books on CD (WBKCD)	6	11	32	49
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	6	3	16	25
Digital Audiobooks (WDA)	0	2	11	13
DVD (WDVD)	17	26	1020	1063
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	7	22	252	281
Fiction Fantasy (WFICF)	0	1	12	13
Fiction Inspirational (WFICI)	9	2	126	137
Fiction Mystery (WFICM)	5	2	63	70

Fiction New (WFICNEW)	15	9	196	220
Fiction Science Fiction (WFICSF)	0	0	2	2
Fiction Western (WFICW)	0	1	4	5
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	0	13	14
Hanging Bags (WHANG)	2	2	76	80
Hotspots (WWIFI)	4	37	5	46
ILL (WILL)	4	0	22	26
Internet (WINTER)	0	0	177	177
Juv. Audio book (WJAUDB)	0	2	13	15
Juv. Biography (WJBIO)	13	1	6	20
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	3	0	4	7
Juv. Digital Device (WJDDP)	1	0	9	10
Juvenile Easy (WJE)	17	29	452	498
Juv. Easy Non-fiction (WJENF)	5	1	70	76
Juv. Easy Reader (WJER)	9	3	166	178
Juv. Easy Reader NF (WJERN)	1	0	8	9
Juv. Fiction (WJFIC)	24	12	443	479
Juv. Graphic Novel (WJGN)	4	0	145	149
Juv. Launchpads (WPTAB)	0	0	5	5
Juv. Magazine (WJMAG)	0	0	27	27
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	28	7	222	257
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	10	286	298
Large Print Fiction (WLPF)	9	5	83	97
Large Print Inspirational (WLPI)	0	0	6	6
Large Print Mystery (WLPM)	2	5	2	9
Large Print New (WLPN)	2	6	49	57
Large Print Nonfic (WLPNF)	0	1	14	15
Large Print Western (WLPW)	0	0	0	0
Magazine (WMAG)	1	0	61	62
Non-Fiction 000 (WNF000)	0	0	1	1
Non-Fiction 100 (WNF100)	0	1	12	13
Non-Fiction 200 (WNF200)	2	0	15	17
Non-Fiction 300 (WNF300)	2	3	16	21
Non-Fiction 400 (WNF400)	0	0	4	4
Non-Fiction 500 (WNF500)	1	0	13	14
Non-Fiction 600 (WNF600)	10	1	50	61
Non-Fiction 700 (WNF700)	3	2	12	17
Non-Fiction 800 (WNF800)	0	0	1	1
Non-Fiction 900 (WNF900)	4	1	19	24
Nonfiction Blu-Ray (WNFBR)	0	0	3	3
Nonfiction DVD (WNFDVD)	1	1	11	13
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	6	6	53	65
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	6	6
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	8	8
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	5	5
Vertical file (WVF)	0	0	0	0
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	2	2
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	9	8	102	119
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	1	1	2
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	8495	6865	4857	20217

CIRCULATION BY HOLDINGS CODE
October 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	24	2	0	26
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	43	21	6	70
Blu-Ray (BR)	108	253	205	566
Books on CD (BKCD)	46	51	33	130
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	41	51	18	110
Digital Audiobooks (DA)	25	9	11	45
DVD (DVD)	1290	1757	1040	4087
Equipment (EQP)	39	2	0	41
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	540	601	271	1412
Fiction Fantasy (FICF)	1	1	12	14
Fiction Inspirational (FICI)	166	15	127	308
Fiction Mystery (FICM)	91	23	65	179
Fiction New (FICNEW)	438	326	221	985
Fiction Science Fiction (FICSF)	4	0	2	6
Fiction Western (FICW)	0	1	4	5

Genealogy (GENE)	0	2	0	2
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	77	101	13	191
Hanging Bags (HANG)	59	85	77	221
Hotspots (WIFI)	20	96	13	129
ILL (ILL)	21	23	22	66
Internet (INTR)	520	236	177	933
Juv. Audio book (JAUDB)	24	10	13	47
Juv. Biography (JBIO)	81	21	6	108
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	69	20	4	93
Juv. Digital Device (JDDP)	42	11	9	62
Juvenile Easy (JE)	1149	715	472	2336
Juv. Easy Non-Fiction (JENF)	86	**34**	71	191
Juv. Easy Reader (JER)	488	302	166	956
Juv. Easy Reader NF (JERN)	23	12	8	43
Juv. Fiction (JFIC)	607	343	451	1401
Juv. Graphic Novel (JGN)	244	182	147	573
Juv. Holiday (JHOL)	175	5	0	180
Juv. Launchpads (PTAB)	14	23	5	42
Juv. Magazine (JMAG)	18	3	27	48
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	477	177	235	889
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	196	218	286	700
Large Print Fiction (LPF)	154	194	93	441
Large Print Inspirational (LPI)	0	0	6	6
Large Print Mystery (LPM)	2	5	2	9
Large Print New (LPN)	109	138	56	303
Large Print Nonfic (LPNF)	2	7	14	23
Large Print Western (LPW)	2	0	0	2
Magazine (MAG)	294	165	61	520
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	8	0	1	9
Non-Fiction 100 (NF100)	13	19	12	44
Non-Fiction 200 (NF200)	30	20	19	69
Non-Fiction 300 (NF300)	39	41	16	96
Non-Fiction 400 (NF400)	2	1	4	7
Non-Fiction 500 (NF500)	11	12	14	37
Non-Fiction 600 (NF600)	106	126	57	289
Non-Fiction 700 (NF700)	32	25	13	70
Non-Fiction 800 (NF800)	4	6	1	11
Non-Fiction 900 (NF900)	39	21	19	79
Non-Fiction Blu-Ray (NFBR)	0	2	3	5
Non-Fiction DVD (NFDVD)	24	54	11	89
Nonfiction (NFIC)	7	0	0	7
Nonfiction New (NFNEW)	127	139	78	344
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	3	2	0	5
Professional Coll. (PROF)	0	0	0	0

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	4	8	6	18
Reference (REF)	64	31	17	112
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	14	0	8	22
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	41	8	5	54
SRCS (From other libraries III-SRC	1	45	1	47
SRCS (SRCSW) Wheatfield	0	3	25	28
STEAM Kits (STEAM)	5	12	5	22
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	4	3	2	9
YA Biography (YAB)	0	0	0	0
YA Books on CD (YABKCD)	0	0	2	2
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	149	74	108	331
YA Music CD (YACD)	0	1	0	1
YA Nonfiction (YANF)	20	2	2	24
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	3	2	0	5
				0
Free reads	195	88	41	324
Games/Puzzles	21	0	16	37
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8775	6986	4935	20696

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1705	1394	900	3999
Nonfiction	565	496	301	1362
CHILDREN'S BOOKS				
Fiction	2731	1774	1530	6035
Nonfiction	819	237	312	1368
YA BOOKS				
Fiction	226	175	121	522
Nonfiction	20	2	2	24
Preloaded Dig Dev, Child	14	23	5	42
Magazines, Adult	294	165	61	520
Magazines, Children	18	3	27	48
Sound Recordings, adult	116	114	66	296
Sound Recordings, ch	152	116	94	362
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	42	56	31	129
STEAM Kits	5	12	5	22

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1426	2074	1265	4765
Equipment	59	98	13	170
Total	8192	6739	4733	19664
A-V Circulation	1694	2304	1425	5423
A-V Circulation as % of total	20.7%	34.2%	30.1%	27.6%

CIRCULATION STATISTICS

October 2023

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	92	2	**1,705**	121	44	**1,394**	100	232	**900**	**3,999**
Nonfiction	55	3	**565**	85	0	**496**	37	1	**301**	**1,362**
CHILDREN'S BKS										
Fiction	95	0	**2,731**	107	15	**1,774**	85	2	**1,530**	**6,035**
Nonfiction	26	1	**819**	27	0	**237**	12	0	**312**	**1,368**
YA BOOKS										
Fiction	20	0	**226**	26	0	**175**	20	0	**121**	**522**
Nonfiction	0	0	**20**	0	0	**2**	0	0	**2**	**24**
Preloaded Dig Dev	0	0	**14**	0	0	**23**	6	0	**5**	**42**
Magazines,Adult	0	0	**294**	0	0	**165**	0	0	**61**	**520**
Magazines, Child	0	0	**18**	0	0	**3**	0	0	**27**	**48**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	14	0	**116**	7	0	**114**	11	1	**66**	**296**
Sound Rec/Child	4	0	**152**	19	0	**116**	0	0	**94**	**362**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	0	**0**	**0**
SRCS	0	0	**42**	0	0	**56**	0	0	**31**	**129**
STEAM Kits	0	0	**5**	0	0	**12**	0	0	**5**	**22**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	55	2	**1,426**	71	1	**2,074**	74	1	**1,265**	**4,765**
Equipment	0	0	**59**	0	0	**98**	0	0	**13**	**170**
TOTAL	361	8	**8,192**	463	60	**6,739**	345	237	**4,733**	**19,664**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	88,539	81,374	60,490
Circulation Increase/Decrease	**4.9%**	**-3.4%**	**-8.6%**

MONTHLY SYSTEM STATISTICS	2022	2023	% change
Current month's Circulation	19,962	19,664	-1.5%
Jan. to date circulation	177,122	195,458	10.4%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
25,268	25,358	17,418	17,495	15,559	15,427	**Fiction**
19,962	20,014	19,509	19,594	6,856	6,892	**Nonfiction**
						CHILDREN'S BKS
16,978	17,073	15,839	15,931	14,005	14,088	**Fiction**
9,753	9,778	6,846	6,873	6,831	6,843	**Nonfiction**
						YA BOOKS
2,689	2,709	3,515	3,541	3,649	3,669	**Fiction**
691	691	311	311	70	70	**Nonfiction**
20	20	23	23	35	41	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,792	3,806	1,163	1,170	4,747	4,757	**Sound Rec/Adult**
690	694	4,251	4,270	859	859	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-69	-69	-26	-26	**Software**
0	0	0	0	0	0	**SRCS**
0	0	9	9	9	9	**STEAM Kits**
104	104	-1	-1	43	43	**Vertical Files**
8,075	8,128	11,370	11,440	7,674	7,747	**VHS/DVD/Blu-ray**
118	118	141	141	58	58	**Equipment**
88,186	88,539	80,971	81,374	60,382	60,490	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

October 2023

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	249	54	164	36	382	83	795	172
LOCAL HISTORY								
In person	1	0	6	2	0	0	7	2
Letters written	4	4	7	7	0	0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	520	22	236	10	177	7	933	39
Internet use-Wireless	1271		1519		744		3534	
VCR Use	0	0	0	0	0	0	0	0
Microforms	0	0	34	5	0	0	34	5
Public FAX24	26		32		35		93	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	7	2	2	1	9	3
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	2		4		0		6	
Outreach activities	19	19	0	0	0	0	19	13
Curbside Service	2	1	2	1	0	0	4	1
Meeting Room Use (no. of group	38	13	53	18	30	10	121	40
Study room use	52	4	27	2	20	2	99	8
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	2	2	0	0	0	0	2	12
E-books downloaded							6720	
IN-HOUSE USE ITEMS	286		155		60		501	
SELF-CHECKOUT USE	44		252		29		325	
INTERLIBRARY LOANS								
Requests made for:	58	15	34	9	35	9	127	32
Items rec'd for:	64	32	31	16	17	9	112	56
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	6131	10346	3882	20359
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	235	426	100	761
Number of New Patrons Added	33	28	29	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	3	18	4	24	2	12	9	54

Number attending	83		56		91		230	
Children's Programs (0-5)	9	54	6	36	5	30	20	120
Number attending	146		74		83		303	
Children's Programs (6-11)	0	0	7	42	7	42	14	84
Number attending	0		91		390		481	
YA Programs (12-17)	1	6	1	6	1	6	3	18
Number attending	13		6		3		22	
Adult Programs	9	54	13	78	4	24	26	156
Number attending	59		107		31		197	
Total Number of Programs	**22**	132	**31**	186	**19**	114	**72**	432
Total Persons Attending	**301**		**334**		**598**		**1003**	
Total Attending Same Month Last Yr.	526		313		764		1603	
Total Staff Hours Spent		297		291		234	822	826
Total Number of In-House Progran	**15**		**27**		**14**		**56**	
Total Attendance	**208**		**279**		**260**		**747**	
Total Number of Outreach Progran	**7**		**4**		**5**		**16**	
Total Attendance	**93**		**55**		**338**		**486**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5599	68.4%	4403	65.6%	3279	69.2%	13281	67.6%
Corporate	162	2.0%	0	0.0%	0	0.0%	162	0.8%
Juvenile 0-11	163	2.0%	330	4.9%	197	4.2%	690	3.5%
Juvenile-AV	735	9.0%	595	8.9%	634	13.4%	1964	10.0%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	319	3.9%	158	2.4%	100	2.1%	577	2.9%
Reciprocal Juvenile	2	0.0%	0	0.0%	1	0.0%	3	0.0%
Reciprocal Juvenile AV	0	0.0%	1	0.0%	0	0.0%	1	0.0%
Reciprocal YA	2	0.0%	0	0.0%	0	0.0%	2	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	36	0.5%	0	0.0%	36	0.2%
School AV	0	0.0%	62	0.9%	0	0.0%	62	0.3%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	124	1.8%	0	0.0%	124	0.6%
Staff	896	10.9%	706	10.5%	395	8.3%	1997	10.2%
Walking books	88	1.1%	65	1.0%	13	0.3%	166	0.8%
YA 12-17	24	0.3%	99	1.5%	9	0.2%	132	2.3%
YA-AV	201	2.5%	138	2.1%	109	2.3%	448	2.3%
Total	8191		6717		4737		19645	
All items borrowed by nonresidents	323	3.9%	257	3.8%	101	2.1%	681	3.5%

R7

Salary Ordinance 2023
Updated 11/13/23

We have hired Breanna McKinley as a Clerk, replacing Kimberly Packard who no longer works for the Library
Name: Breanna McKinley
Classification: Clerk
Hourly Wage: $10.48
Start Date: 10/17/23
Hours Worked: 14
Library: Wheatfield

We have examined and approved the changes to the 2023 Jasper County Public Library Salary Ordinance. Dated 11/13/23.

Julie Davidson

Janett Kingman

R10

Jasper County Public Library Circulation Policy

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card in good standing. Patrons will be blocked from borrowing materials when one of the following conditions is met:

- Account balance exceeds $5.00
- Borrower has an overdue hotspot
- A single borrowed item becomes 8 weeks overdue
- Borrower library card has expired

Persons who reside or pay property taxes on property in the JCPL library district, which includes all of Jasper County except for Carpenter Township/Remington, and library employees are eligible for free Jasper County Public Library cards.

Non-resident students attending and non-resident teachers teaching at a public or private school in the library district are eligible for free one-year JCPL cards with full borrowing privileges.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card in good standing from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Reciprocal cards must be renewed annually. Only residents of Jasper County, excluding Carpenter Township and persons owning property in Jasper County, are eligible to borrow materials through INShare. Reciprocal borrowers and PLAC card holders may request INShare items at their home library.

An annual fee is assessed for other out-of-county residents who do not pay property taxes or attend school in Jasper County but wish to have full library privileges. This fee is the same for children, adults, and senior citizens.

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to an applicant under the age of 18. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been blocked. Parents or legal guardians are not required to have their own card.

A corporation existing within the JCPL district may obtain a card with full borrowing privileges for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card. Application must be completed and signed by the head of the corporation or the person authorized to take responsibility for charges incurred if materials are not returned or are long overdue or damaged.

Library cards do have expiration dates. Non-resident, reciprocal, PLAC and out of county cards have a one-year expiration. All other cards have a three-year expiration. Patrons in Collections are not allowed to renew or purchase a card until their account has a zero balance.

Library Hours

DeMotte:	Mon, Tues, Th: 9 AM - 8 PM	Rensselaer:	Mon-Th: 9 AM - 8 PM
	Wed: 9 AM - 6 PM		Fri, Sat: 9 AM - 5 PM
	Fri, Sat: 9 AM - 5 PM	Wheatfield:	Mon, Wed, Th: 9:30 AM - 5:30 PM
			Tues: 9:30 AM - 8 PM
			Fri, Sat: 9 AM - 5 PM

Loan Periods

Blu-ray/DVD's, nonfiction	3 weeks
Blu-ray/DVD's, entertainment:	1 week
Hotspot	1 week
Launchpads/STEAM kits	1 week
Newspapers	1 week
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
VCR/DVD player:	in house use only
E-devices	in house use only

All materials may be renewed for three additional loan periods except for Hotspots. All circulating materials may be held for patrons. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

For school purposes books may be borrowed for an extended loan period of 6 weeks (with three three–week renewals).

Loan Limits

Blu-ray/DVDS:	5 entertainment Blu-rays, 5 nonfiction Blu-rays, 5 entertainment DVDs, and 5 nonfiction DVD's per adult card. Persons 17 and under may borrow Blu-ray/DVD's with signed parental permission form.
CD's:	20 adult cds, 20 YA cds, and 20 jcds per borrower's card (multiple CD sets count as one item)
Hotspots:	1 per adult card
Launchpads/STEAM kits	1 per card
All other materials:	Unlimited loan

Fines and Fees

Fines and fees may only be paid in US currency. Fines do not accrue on days the library is closed. Fines will never exceed the original cost of the overdue item. No refunds will be issued except in the case of library error.

Overdue materials:	Hotspot	$5.00 per day per item
Overdue materials referred to collection agency:		$11.00 per borrower plus overdue fines/fees

Indiana Code requires that final notices regarding long overdue items be sent by certified or registered mail. Costs incurred will be charged to the patron account.

The lending library determines the fees that patrons will pay for lost or damaged ILL items.

Equipment Loans:	$2.00 per day; $10.00 deposit
(exception-LCD projector $10/day with $100 deposit) refunded when material is returned undamaged	
Lost Book	Original retail cost of item plus $5.00 processing fee
Transparent Language	Original retail cost of item plus $10.00 processing fee
Lost audiobook/Playaway/Playaway Views:	Original retail cost of item plus $10 processing fee
Lost or damaged pamphlets:	$1.00 per item plus $1.00 processing fee
Lost or damaged magazine:	$5.00 plus $3.00 processing fee
Other lost or damaged materials:	Original retail cost of item plus $5.00 processing fee.
Lost or damaged Hotspot:	Original retail cost of item plus $10 processing fee
Lost or damaged Launchpad/STEAM Kit/Wonderbook:	Original cost of item plus $5 processing fee

Patrons are required to pay for lost or damaged equipment and peripherals. Prices for equipment and peripherals do fluctuate. Fees will not be written into this policy but will be made available to staff. ~~Instead the Business Manager will provide each library a current price list for equipment and peripherals that is based upon cost to the library.~~

Definition of Damaged Materials: Any material damaged while checked out to a patron where the damage is extensive enough to warrant removal from the collection and/or the material is deemed beyond repair. Examples of such damage include, but are not limited to, the following types of damage:

- Water, heat, smoke, fire, and/or mold damage
- Chewed, broken, torn, or otherwise damaged covers, pages, cases, discs, etc.
- Excessive writing, highlighting, or marking on library materials
- Malicious disfigurement of the physical item
- Malodorous items (pervasive, strong odors)

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

$20.00 all hardback books, Blu-ray/DVDs, CDs
$8.00 all paperbacks
$1.00 all vertical file items, newspapers

Lost or damaged borrower's card:	$2.00
Photocopy Fees:	5 cents per side (black/white) 20 cents per side (color)

Printing Fees: 5 cents per side (black/white) or 20 cents per side (color); printing from online catalog is free

Items Available For Patron Purchase (selling price will be indicated on the item and applicable taxes apply):

Flash Drives
Earbuds
DVD + R Writeable DVD

Credit Balances: Patrons may **not** carry a credit balance on their account.

Other Circulation Services

Curbside Service: This service will be available anytime the library is open for business for materials pick-up. All circulating materials are available to be placed on hold and can be distributed through the curbside pick-up service. See Curbside Service Policy.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. See Interlibrary Loan Policy.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL system.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons through the Indiana State Library.

Walking books program: Library staff or volunteers will bring books and other library materials to homebound individuals, those who are unable to visit the library. See Walking Books Policy.

7/96; revised 11/23

PEOPLE COUNT WEEK: WEEK OF OCTOBER 9-14, 2023

Year	Persons Entering Building			Materials Used			Copies Made for Patrons			CD-ROM/Internet/ OPAC Use			Directional Questions						Reference Questions					
													Phone			In-Person			Phone			In-Person		
	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W
2023	**1180**	**953**	**444**	**139**	**199**	**66**	**29**	**126**	**28**	**196**	**77**	**42**	**52**	**20**	**23**	**436**	**69**	**81**	**75**	**42**	**18**	**239**	**90**	**27**
2022	917	805	786	111	77	25	63	60	38	126	104	36	93	56	23	371	103	110	76	76	11	240	123	48
2021	1036	545	573	103	78	36	32	53	6	106	141	42	75	54	17	310	90	103	68	88	33	192	218	98
2020	764	479	492	81	90	80	36	110	7	81	128	30	133	36	45	252	42	77	74	90	19	109	164	72
2019	1435	1531	900	324	301	51	105	208	11	247	254	72	182	85	85	481	109	287	129	178	22	355	278	119
2018	1539	1829	996	191	241	101	54	52	4	206	342	132	220	130	97	420	116	167	119	128	28	399	283	88
2017	1539	1829	996	191	241	101	54	52	4	206	342	132	220	130	97	420	116	167	119	128	28	399	283	88

Total number:	**D**	**R**	**W**
2023	2346	1576	729
2022	1997	1404	1077
2021	1922	1267	908
2020	1530	1139	822
2019	3258	2944	1547
2018	2904	2868	1517
2017	3148	3121	1613

Monthly Equivalents

REFERENCE QUESTIONS	D	R	W
Telephone: Directional	225	87	100
Telephone: Reference	325	182	78
In-person: Directional	1888	299	351
In-person: Reference	1035	390	117
Total	3473	958	646
COPIES MADE FOR PATRONS	126	546	121

Director's Report
October 2023

Consent Agenda:

You will be approving the minutes of the October Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the 2023 Salary Ordinance as presented.**

Policies for Review: Four policies are up for review in November: Circulation Policy, Materials Selection Policy, Indemnification Policy, and Curbside Service Policy. Minor revisions are recommended to the Circulation Policy in the Fines/Fees area. We have added a sentence about costs for sending long overdue notices by certified mail. Indiana Code requires that we use certified mail, which is expensive, so we recommend passing this fee along to patrons. Thankfully, we do not send very many of this type of notice, so this will not be a frequently applied fee. We also revised the portion about a price list for lost or damaged equipment and peripherals to line up with our current process for how we handle this. Staff will access a list on our library intranet. No revisions are recommended to the Materials Selection Policy, Indemnification Policy, and Curbside Service Policy. Please see R 10. **If you approve the Consent Agenda items, you will approve revising the Circulation Policy as presented.**

General Business:

Rensselaer Library Chiller Replacement: Abonmarche architects and engineers will report on the Construction Documents for the Rensselaer Library Chiller Replacement, as we seek board approval to advertise for construction bids. Our library attorney will be present at our meeting to ensure that we proceed properly with board actions and in case any points crop up at the meeting that might not be known in advance. Our attorney will be reviewing the construction documents prepared by Abonmarche in advance of our meeting. **Board approval will be required to go out for bid.**

Technical Services Librarian & Systems Administrator Annual Reports: Rebecca Amalong and Sheila Broussard will present their annual reports at the November Board meeting.

Fair Oaks Farm Pass: Earlier this month I spoke with Jacqueline from Fair Oaks Farms. They would like to provide a pass for adult residents of Jasper County to check out from the library to visit Fair Oaks Farms. The pass would be for 2 adults and 5 kids and would provide access to the Dairy/Pig/Crop Adventures as well as the birthing barn, playground area, and the two bus tours (pig/dairy farms). The pass would be provided at no cost to us. The card would have a sponsor and that would be indicated on the pass. It is an annual pass, and each library would have a pass to lend. Board approval is required to make this pass available to lend. We suggest the following service parameters:

- Pass checks out for three days.
- Checks out to adult residents of Jasper County.
- Is available on a first come first served basis – no holds.
- Overdue fine would be $5/day.

If the pass is lost, Fair Oaks does have the ability to deactivate and provide a new pass for our use. We think this is a very cool opportunity and that patrons will really appreciate being able to check out a pass. **Board approval is required to lend a Fair Oaks Farm Pass.**

2024 Slate of Officers: The Nominating Committee will present a slate of officers for 2024. Elections will be held at the December Board meeting.

Year-End Board Meeting: We need to establish a date/time for our year end board meeting. To allow the business office time to wrap up our final bill pay and year-end paperwork, we suggest holding the meeting on Thursday, December 28, 2023. What time shall we meet? Who is able to attend? We need at least 4 board members for a quorum.

Director's Report:

Janet's final board term is set to expire on December 31, 2023. I sent a letter to Janet's appointing authority, the County Commissioners, regarding an appointment.

We expect to have health insurance renewal information to present to the board at our December board meeting, but we have received the good news that the medical portion of our health insurance will not increase in 2024. That is GREAT news. We still await word about life, dental, and vision insurance.

More great news. We have received word that we qualify and were awarded grant funded Crowdstrike. This is huge for us! Crowdstrike will better protect our IT configuration, save us money, and provide wonderful resources to mitigate a cyber attack if we ever experience one. We learned about this grant opportunity by attending meetings presented by the Indiana Office of Technology. We are so thankful for this office and all that we learn and continue to learn from them as they seek to help government units be cyber safe. This is very new news with more information to come.

I received a lovely note in the mail in early November along with a $100 donation designated to the Rensselaer Library for genealogy/local history needs. The note read: "Dear, Patty. Please accept this small token of thanks for all the work Melissa <Smith> and your staff does for our Jasper County Community. Thank you. – Judy <Kanne>. Judy called me, too, to personally thank us for all of the hard work that Melissa had done meeting the needs of the Historical Society, going above and beyond. The call and note made my day. Judy also wrote a personal note to Melissa S. to express thanks. We really appreciate when people take the time to say thank you and describe a positive impact.

In October we did our annual People Count. One week each year we count the number of people who enter our buildings and the services they use. A summary of our count will be distributed at our November meeting.

Several members of our staff participated in virtual TLCU in early November and found it valuable and enlightening. LEUs were earned.

Our Summer Reading theme for 2024 will be "Adventure Begins at Your Library."

System Administrator News

Sheila attended the Indiana Digital Government Summit in Indianapolis on October 19. She reports, 'I signed up to attend this all day cybersecurity summit at the last minute. Taylor Hollenbeck of the Indiana Office of Technology invited me to participate on the general session discussion panel, and I agreed. I was incredibly nervous as this is out of my comfort zone. I only had 1 day to prepare because I was out of the office the week between agreeing to participate and the day before the event. I received a list of possible topics, and prepared as best I could. I had to send in a bio and headshot, too. The event itself was so incredibly valuable! I learned of and met with vendors that we may utilize while working on our current and upcoming projects. I met a lot of government IT staff from various government agencies. The panel discussion went off without a hitch (I had a horrible cough that week that could have creeped up during our panel, but it didn't – they had hot tea and honey ready for me). The panelists were me, Joel Bultemeier (Cybersecurity Engineer for City of Fort Wayne) and Rick Dietz (Bloomington's CIO and Director of Technology Department) with the moderator being the CIO of Indiana, Tracy Barnes. The first and last session topics were on personal improvement and workplace process improvement. I received copies of both speakers' books. I can't wait to read them!"

Technical Services News

Becky reports, "Rayann told me that Sunrise Packaging will no longer be making the larger audiobook cases that we use. I spoke with Mary about it, and we have decided to Velcro 2 smaller cases together to accommodate larger audiobooks. Tech Services still has some larger cases, so we will use them up as needed. I joined with others for a meeting with the Abonmarche Architects. I watched a recorded webinar by TLC regarding the new ticketing system for reporting problems. I have already submitted a "case" via the new Netsuite system. Our open "tickets" from the old system will be transferred over to the new one by the end of October."

DeMotte Library News

Shannon reports, "October was undoubtedly one of the hardest months of my library career. The passing of Autumn was shocking and heartbreaking. She leaves behind a tremendous impact on staff, the library, and our community. She had a bright future ahead of her in the library world and I am sad to think about all her wonderful ideas that she won't see through to fruition. I am, once again, in awe of how the DeMotte Library staff (and the rest of the JCPL staff) came together to support one another and myself. Multiple staff stepped up to man the desk, work different shifts, lent a shoulder to cry on, among many other selfless acts."

Rensselaer Library News

Janice reports, "The weather has been very mild for October, so our Saint A. classes have been able to come often. The students and the teachers really seem to enjoy coming. It is fun to have Head Start here once a month too. Our visit from Indiana Wild was a lot of fun and we all learned new things about the animals. The kids enjoyed touching the animals too. It was exciting and scary for them to hold a baby alligator. Hoping for a mild November so we can see the Saint A. students every week."

Wheatfield Library News

Evie reports, "Shannon B. continues to impress me with the number and quality of displays in the library! Just this month, she created a display for banned books, "in the mood for a scary book," silly holidays throughout the month, various 'funnies' and quotes around the adult collection, a spotlight on Stephen King, and a Halloween display. She also made a cute spider for the Awesome books stand and was the inspiration and instigator for the "Bookie Monster" that showed up this month. We had fun with the Bookie Monster, posting him to Facebook, allowing patrons to suggest names, then holding a contest for what to name him (knowing all along we planned to name him Bookie Monster, but patrons didn't know that and it allowed them to feel involved). Shannon and Lauren also worked together to put up a 'haunted house' and the phrase "Our Library is FaBoooLus" behind the circulation desk and had patrons write their names on little ghosts and put them around it."

Please contact me if you are unable to attend the November Board meeting or if you have any questions about materials in your packet. - Patty

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JCPL FINANCIAL STATEMENT
October 31, 2023

	Beginning 2023 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,452,984.16	$224,773.92	$2,113,438.75	$102,857.87	$1,876,160.22	$1,215,705.63
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$28,544.83	$1,883.63	$17,111.17	$543.90	$16,297.77	$27,731.43
DeMotte	$10,206.61	$361.04	$5,106.77	$40.00	$3,683.67	$8,783.51
Rensselaer	$15,220.35	$950.50	$8,559.12	$303.90	$9,150.18	$15,811.41
Wheatfield	$3,117.87	$572.09	$3,445.28	$200.00	$3,463.92	$3,136.51
Library Improvement Reserve Fund	$232,697.44	$0.00	$0.00	$20.42	$194.52	$232,891.96
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund Includes Investments of: $1,903,857.95	$1,883,891.24	$0.00	$0.00	$8,661.16	$77,378.15	$1,961,269.39
Broadband Connectivity Grant Fund	$0.00	$2,331.00	$14,341.50	$0.00	$18,520.35	$4,178.85
Capital Projects Fund Includes Investments of:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$237.15	$0.00	$211.99	$35.09	$172.82	$197.98
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ARP Grant Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$8,310.38	$87,908.34	$8,310.38	$87,908.34	$0.00
FICA Tax Collected	$0.00	$8,113.90	$85,564.52	$8,113.90	$85,564.52	$0.00
State Tax Collected	$0.00	$3,581.80	$37,590.64	$3,581.80	$37,590.64	$0.00
County Tax Collected	$0.00	$2,820.48	$29,811.92	$2,820.48	$29,811.92	$0.00
INPRS	$0.00	$3,032.19	$31,904.95	$3,032.19	$31,904.95	$0.00
Deferred Comp Plan	$0.00	$1,940.00	$19,250.00	$1,940.00	$19,250.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,392.28	$35,080.17	$3,571.36	$35,438.49	$358.32
Life Insurance	$0.00	$250.34	$2,955.06	$250.32	$2,954.26	($0.80)
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,601,767.72	$260,429.92	$2,475,169.01	$143,738.87	$2,319,146.95	$3,445,745.66

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Bank Balances

Jasper County Public Library

Report as of: **10/31/23**

	Bank	
1	Alliance Bank	$1,541,617.71
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$1,903,857.95
	Total all banks =	**$3,445,745.66**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$1,804,521.98		Rainy Day	7/29/22	$6,818.65	Jan-23
								$6,399.54	Feb-23
								$7,277.13	Mar-23
								$7,431.22	Apr-23
								$7,966.02	May-23
								$7,835.08	Jun-23
								$8,182.74	Jul-23
								$8,458.94	Aug-23
								$8,304.76	Sep-23
								$8,656.13	Oct-23

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: **$77,330.21**

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **10/1/23** *To* **10/31/23**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$86,944.00	$0.00	$86,944.00	$7,314.66	$72,972.40	$13,971.60	16.1
1.12 SALARY OF ASSISTANTS	$1,220,279.00	$0.00	$1,220,279.00	$93,907.42	$1,000,243.58	$220,035.42	18.0
1.13 WAGES OF JANITORS	$99,251.00	$0.00	$99,251.00	$6,652.86	$69,301.67	$29,949.33	30.2
1.21 EMPLOYER'S SHARE-FICA	$107,595.00	$0.00	$107,595.00	$8,113.90	$85,564.52	$22,030.48	20.5
1.22 UNEMPLOYMENT COMPENSATION	$2,531.00	$0.00	$2,531.00	$300.88	$2,524.47	$6.53	0.3
1.23 EMPLOYER'S CONTRIB.- PERF	$125,868.00	$0.00	$125,868.00	$9,964.77	$104,908.21	$20,959.79	16.7
1.24 EMPLOYER'S CONTRIB.- INS.	$175,454.00	$0.00	$175,454.00	$11,166.46	$125,339.29	$50,114.71	28.6
Subtotal	*$1,817,922.00*		$1,817,922.00	$137,420.95	$1,460,854.14	$357,067.86	19.6
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$162.22	$337.78	67.6
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$65.36	$434.64	86.9
2.13 OTHER OFFICE SUPPLIES	$6,500.00	$0.00	$6,500.00	$289.64	$4,068.89	$2,431.11	37.4
2.21 CLEANING & SANITATION SUPPLIES	$7,500.00	$0.00	$7,500.00	$676.57	$5,498.75	$2,001.25	26.7
2.23 OTHER OPERATING SUPPLIES	$6,500.00	$0.00	$6,500.00	$510.94	$4,221.87	$2,278.13	35.0
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$485.00	$2,701.44	($1,201.44)	-80.1
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$125.14	$274.86	68.7
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$121.99	$628.01	83.7
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$324.44	$7,912.76	$8,587.24	52.0
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$49.99	$50.01	50.0
Subtotal	*$40,750.00*		$40,750.00	$2,286.59	$24,928.41	$15,821.59	38.8
3. Other Services and Charge							

F3a

F3b

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13 LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$860.00	$5,035.00	$1,965.00	28.1
3.14 OTHER PROFESSIONAL SERVICES	$6,200.00	$0.00	$6,200.00	$8,426.70	$42,491.28	($36,291.28)	-585.3
3.145 DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$4,413.50	$18,062.79	$12,037.21	40.0
3.146 E-BOOKS SERVICES	$40,000.00	$0.00	$40,000.00	$0.00	$31,750.00	$8,250.00	20.6
3.147 APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21 TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,084.92	$11,039.13	$2,960.87	21.1
3.22 POSTAGE	$2,000.00	$0.00	$2,000.00	$943.00	$1,780.38	$219.62	11.0
3.23 MILEAGE	$20,000.00	$0.00	$20,000.00	$2,505.06	$12,502.88	$7,497.12	37.5
3.24 PROFESSIONAL MEETINGS	$7,500.00	$0.00	$7,500.00	$360.39	$3,008.20	$4,491.80	59.9
3.25 FREIGHT	$1,800.00	$0.00	$1,800.00	$96.14	$926.72	$873.28	48.5
3.26 NETWORKING	$92,220.00	$0.00	$92,220.00	$999.64	$11,940.02	$80,279.98	87.1
3.31 ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$1,232.26	($432.26)	-54.0
3.33 MARKETING ADVERTISING	$4,500.00	$0.00	$4,500.00	$0.00	$4,360.00	$140.00	3.1
3.41 OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$250.00	$250.00	50.0
3.42 OTHER INSURANCE	$31,000.00	$0.00	$31,000.00	$11,401.50	$26,406.00	$4,594.00	14.8
3.51 GAS	$25,000.00	$0.00	$25,000.00	$1,623.70	$16,673.20	$8,326.80	33.3
3.52 ELECTRICITY	$129,000.00	$0.00	$129,000.00	$9,612.10	$85,558.24	$43,441.76	33.7
3.53 WATER	$3,500.00	$0.00	$3,500.00	$283.71	$2,754.44	$745.56	21.3
3.54 WASTE DISPOSAL SERVICES	$9,000.00	$0.00	$9,000.00	$651.37	$6,627.46	$2,372.54	26.4
3.61 BUILDING & STRUCTURES	$122,930.00	$0.00	$122,930.00	$20,119.60	$51,342.00	$71,588.00	58.2
3.62 EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$171.25	$328.75	65.8
3.72 EQUIPMENT RENTALS	$400.00	$0.00	$400.00	$14.39	$312.90	$87.10	21.8
3.91 DUES	$2,600.00	$0.00	$2,600.00	$52.00	$598.00	$2,002.00	77.0
3.93 TAXES & ASSESSMENTS	$500.00	$0.00	$500.00	$0.00	$41.34	$458.66	91.7
3.94 TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95 BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$124,053.00	$0.00	$124,053.00	$7,041.38	$89,946.35	$34,106.65	27.5
Subtotal	*$725,523.00*		$725,523.00	$70,489.10	$424,809.84	$300,713.16	41.4
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$88,000.00	$0.00	$88,000.00	$526.87	$55,932.00	$32,068.00	36.4
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$8,613.43	$90,051.64	$59,948.36	40.0
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$402.00	$11,049.11	$5,450.89	33.0
4.53 NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$5,034.98	$45,813.61	$14,186.39	23.6
Subtotal	*$314,500.00*		$314,500.00	$14,577.28	$202,846.36	$111,653.64	35.5
Grand Total	$2,898,695.00	$0.00	$2,898,695.00	$224,773.92	$2,113,438.75	$785,256.25	27.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3C

Appropriation Report for 276 BROADBAND CONNECTIVITY

T13a

Jasper County Public Library

Report Date: From **10/1/23** *To* **10/31/23**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$2,331.00	$14,341.50	($14,341.50)	#Div/0!
Subtotal	*$0.00*		$0.00	$2,331.00	$14,341.50	($14,341.50)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$2,331.00	$14,341.50	($14,341.50)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From **10/1/23** *To* **10/31/23**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	662	PAYROLL	10/10/23	PAYROLL	$54,788.08
0	663	CHRISTINA SANDERS	10/10/23	Courier Mileage: 9/16-9/30/23 (conf#1264)	$406.10
0	664	INPRS fbo PERF	10/10/23	INPRS Contributions 10/10/23 Payroll	$6,550.76
0	665	IRS USA TAXPAYMENT	10/10/23	Federal Withholding, Medicare, & FICA withheld 10/10/23 Payroll (Acknowledgement #270368462964824)	$12,379.57
0	666	NATIONWIDE	10/10/23	Annuity withheld 10/10/23 Payroll	$970.00
0	667	TOWN OF DEMOTTE	10/10/23	Dem: Sewer & Water: September 2023 (Conf#1261)	$141.51
0	668	TOWN OF DEMOTTE	10/10/23	Hydrant charge (conf# 1263)	$60.00
0	669	TOWN OF WHEATFIELD	10/10/23	Wh: Sewer Service October 2023 (Conf#1262)	$77.35
39582	670	AARON'S LAWN CARE	10/9/23	Mowing & edging, debris removal at DeMotte Library, trim bushes/landscaping around building at Rensselaer Library	$1,300.00
39583	671	ABONMARCHE CONSULTANT	10/9/23	Facilities Assessment & Concepts progress thru 9/15/23	$7,751.00
39584	672	ACE HARDWARE	10/9/23	Maintenance & library supplies	$187.04
39585	673	AGE OF LEARNING, INC.	10/9/23	ABCmouse database subscription 10/1/23-9/30/28	$4,413.50
39586	674	AMAZON CAPITAL SERVICES	10/9/23	Library supplies, ClearClick video to digital converter, Cricut Maker 3, BUNN coffee maker, books	$1,065.28
39587	675	ANTHEM BLUE CROSS BLUE	10/9/23	Health insurance premiums- October 2023; K. Lakin- credit for Sept 2023 premium	$13,371.15
39588	676	ANTHEM LIFE	10/9/23	Life insurance premiums- October 2023, K. Lakin- credit for Sept 2023 premium	$101.01
39589	677	AUTOMATIC DOOR SERVICE I	10/9/23	Rens: replaced exterior press wall switch components and door decal	$650.30
39590	678	AUTUMN FAGENBAUM	10/9/23	Mileage 4/17-8/28/23	$495.18
39591	679	BAKER & TAYLOR	10/9/23	Books, Continuations, AV, Auto. Yours	$9,205.87
39592	680	BAKER & TAYLOR ENTERTAIN	10/9/23	AV	$2,241.91
39593	681	BARCODES LLC	10/9/23	Charging cradle for scanners	$91.98
39594	682	BELSTRA FARM AND GARDEN	10/9/23	DeM: Boulders for landscaping	$485.00
39595	683	BOOKPAGE	10/9/23	BookPage subscription- 12 monthly issues, November 2023 - October 2024, 50 copies	$402.00
39596	684	BRIGHTSPEED	10/9/23	Rens: Fax line service- October 2023	$63.94
39597	685	BUSINESS CARD	10/9/23	Library supplies, books, IN State Library Visit expenses, background check	$612.83
39598	686	CAPITAL ONE	10/9/23	Walmart: Staff Development Day expenses, Barn Quilt program snacks, air freshener, stainless cleaner, After School program supplies	$306.21
39599	687	CAROLYNN DeVRIES	10/9/23	Mileage 8/29-9/29/23	$62.88
39600	688	CENGAGE LEARNING INC/ GA	10/9/23	Book	$24.79
39601	689	CI INSURANCE	10/9/23	Semi-annual premium for building insurance	$11,401.50
39602	690	CINTAS CORP	10/9/23	Rens: Janitorial supplies	$233.00
39603	691	CINTAS CORP.	10/9/23	DeM & Wh: Janitorial supplies	$299.18
39604	692	CULBRETH'S LAWN & TREE LL	10/9/23	Rens: removed Birch and stump at corner of building and group of three Pines and sapling on north side; grind stumps, remove debris	$4,700.00
39605	693	CULLIGAN WATER CONDITIO	10/9/23	Wh: Water Cooler Rental- October 2023	$14.39
39606	694	CYNTHIA L.HORGASH	10/9/23	Program presenter	$100.00
39607	695	DELTA DENTAL	10/9/23	Dental insurance premiums- October 2023: K. Lakin- credit for Sept 2023 premium	$520.64
39608	696	ENA SERVICES LLC	10/9/23	Internet Service- August & September 2023	$2,331.00
39609	697	EVELYN S. PARRISH	10/9/23	Mileage 7/11-8/28/23	$104.15
39610	698	GOVCONNECTION, INC.	10/9/23	iPad 64GB	$434.89
39611	699	GRAINGER	10/9/23	O-rings, vacuum bags, batteries	$58.84

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39612	700	THE HAMSTRA GROUP, INC.	10/9/23	Rens: Roof fan thermostats not working, found fan tripping breaker and repaired	$243.00
39613	701	HODGES AND DAVIS, P.C.	10/9/23	Legal Assistance: HVAC/Chiller Matters	$860.00
39614	702	HUMANE INDIANA, INC.	10/9/23	Program presenter	$420.00
39615	703	ICC BUSINESS PRODUCTS	10/9/23	Vinegar	$20.85
39616	704	INDIANA GROCERY GROUP, L	10/9/23	Anime Club snacks, Nerf Night treats, Teen program suppies, children's program supplies	$88.51
39617	705	INDIANA UNIV ACCTS RECEIV	10/9/23	Replacement fee for IL/SRCS item	$125.00
39618	706	JANICE WILMA	10/9/23	Mileage 2/3-9/28/23	$425.10
39619	707	JENNA SKINNER	10/9/23	Mileage 8/8-9/26/23	$143.12
39620	708	KAUFMAN SEAL COATING LLC	10/9/23	Wh: Seal coat & stripe parking lot	$5,300.00
39621	709	KIRBY RISK CORPORATION	10/9/23	Lightbulbs	$98.22
39622	710	KONE	10/9/23	DeM: Elevator Maintenance Agreement 10/1-12/31/23	$513.27
39623	711	KROOSWYK PLUMBING, HEAT	10/9/23	Wh: Backflow repair	$416.62
39624	712	LAURA GUTZWILLER	10/9/23	Program presenter	$560.00
39625	713	MELISSA SMITH	10/9/23	Mileage 8/28/23	$79.91
39626	714	MIDWEST TAPE LLC	10/9/23	AV	$1,266.22
39627	715	NEILE TRAINOR	10/9/23	Mileage 7/7-9/27/23	$70.74
39628	716	NIMBO IP LLC	10/9/23	Monthly Managed Service- September 2023	$815.00
39629	717	NIPSCO	10/9/23	DeM & Wh: Gas & electric service 8/31-10/2/23	$6,598.30
39630	718	NITCO	10/9/23	DeM: Local phone service October 2023	$139.47
39631	719	ODP BUSINESS SOLUTIONS, L	10/9/23	Janitorial, office, and library supplies	$245.33
39632	720	OSBY WATER CONDITIONING	10/9/23	Wh: Water softener chemicals; replace leaking seals, drain valves	$490.00
39633	721	PATTY STRINGFELLOW	10/9/23	Mileage 9/8-9/21/23	$144.10
39634	722	PHEGLEY CONSTRUCTION AN	10/9/23	Rens: Remove and replace lifting/crumbling concrete, patch spots on west side curb	$7,000.00
39635	723	PLAYAWAY PRODUCTS, LLC	10/9/23	Wonderbooks, Launchpads, power adapter	$756.93
39636	724	POSTMASTER	10/9/23	Stamps	$943.00
39637	725	QUILL LLC	10/9/23	Janitorial, office, and library supplies	$300.69
39638	726	RACHAEL CAVINDER	10/9/23	Mileage 9/18/23	$167.68
39639	727	RENSSELAER ROTARY CLUB	10/9/23	3rd quarter dues & meals	$112.00
39640	728	ROEING CORPORATION	10/9/23	Tech Maintenance Support - 3rd Installment 2023	$6,250.00
39641	729	SMITH FARM STORE	10/9/23	4port connectors, 3ft u-post	$49.16
39642	730	TRUGREEN PROCESSING CE	10/9/23	DeM & Wh: Lawn fertilization	$159.68
39643	731	UNIQUE	10/9/23	Collections: Initial/Secondary Placements- September 2023	$87.60
39644	732	VISUAL EDGE IT, INC	10/9/23	Rens. Staff Copier maintenance agreement	$125.20
39645	733	VSP INSURANCE CO. (CT)	10/9/23	Vision insurance premiums- October 2023; K. Lakin- credit for Sept 2023 premium	$190.88
0	734	PAYROLL	10/25/23	Received ACH Notice of Return for A. Fagenbaum in the amount of $823.76 due to account being closed.	$53,086.86
0	735	AFLAC	10/25/23	Supplemental Insurance October 2023 (conf#1270)	$625.40
0	736	ALLIANCE BANK	10/25/23	Direct Deposit Fees -- September 2023	$36.60
0	737	BRIGHTSPEED	10/25/23	Wh: Fax line October 2023 (Conf#1269)	$66.49
0	738	CHRISTINA SANDERS	10/25/23	Courier Mileage: 10/1-10/15/23 (conf#1268)	$406.10
0	739	CITY OF RENSSELAER	10/25/23	Rens: Utilities: 9/6-10/5/23 (Conf# 153493957)	$5,108.74
0	740	INDIANA DEPARTMENT OF RE	10/25/23	State & County Taxes withheld October 2023 Payrolls (conf#0-015-399-914)	$6,402.28
0	741	INDIANA DEPT. OF WORKFOR	10/25/23	3rd Quarter 2023 Unemployment Compensation Payment (conf# 4548928105)	$300.88
0	742	INDIANA WASTE SERVICE	10/25/23	DeM. & Wh: Trash pick-up October 2023 (conf#1265)	$184.98
0	743	INPRS fbo PERF	10/25/23	INPRS Contributions 10/25/23 Payroll	$6,446.20
0	744	IRS USA TAXPAYMENT	10/25/23	Federal Withholding, Medicare, & FICA withheld 10/25/23 Payroll (Acknowledgement #270369923230199)	$12,158.61

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	745	CENTURYLINK	10/25/23	Long distance phone charge Acct# 82298462 (conf# 1266)	$0.02
0	746	NATIONWIDE	10/25/23	Annuity withheld 10/25/23 Payroll	$970.00
0	747	T-MOBILE	10/25/23	Hotspot Data Service 9/2-10/1/23 (Conf #1267)	$999.64
0	748	ALLIANCE BANK	10/31/23	Positive Pay Fee- October 2023	$15.00
0	749	SQUARE, INC	10/31/23	Merchant Processing Fees- October 2023	$13.71
				Total Amount of Claims	**$260,429.92**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, November 7, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $260,429.92

Date this 13th **day of** November **,20**23.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
October 31, 2023

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$595.44	$6,374.79
DeMotte	$193.89	$1,678.91		
Rensselaer	$323.25	$3,338.53		
Wheatfield	$78.30	$1,357.35		
PHOTOCOPIES:			$919.15	$10,257.14
DeMotte	$202.80	$3,138.61		
Rensselaer	$585.75	$5,237.48		
Wheatfield	$130.60	$1,881.05		
INTEREST (Checking, Repurchase, CDs):			$113.89	$1,145.43
TAXES:			$100,628.12	$1,855,286.30
Property Tax	$36,448.04	$916,478.46		
LOIT	$0.00	$125,325.06		
License Excise Tax	$0.00	$68,174.36		
Financial Institution Tax	$0.00	$2,607.62		
CVET(Commercial Vehicle Excise)	$0.00	$9,079.00		
LIT Certified Shares	$64,180.08	$733,621.80		
TAXABLE SALES:-			$1.27	$26.37
REFUNDS:			$600.00	$3,070.19
Rebates/Refund	$100.00	$544.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$500.00	$2,400.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$126.19		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$102,857.87**	**$1,876,160.22**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$543.90	$16,297.77
DeMotte	$40.00	$3,683.67		
Rensselaer	$303.90	$9,150.18		
Wheatfield	$200.00	$3,463.92		
LIB. IMPROV. RESERVE FUND:			$20.42	$194.52
Interest Earned	$20.42	$194.52		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$8,661.16	$77,378.15
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$8,661.16	$77,378.15		
Interfund Transfer	$0.00	$0.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,520.35
LEVY EXCESS FUND:-			$0.00	$0.00
SALES TAX:-			$35.09	$172.82
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$112,118.44**	**$1,988,723.83**

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WITHHOLDING ACCOUNT FUNDS:			$31,620.43	$330,423.12
FIT Tax Collected	$8,310.38	$87,908.34		
FICA Collected	$8,113.90	$85,564.52		
State Tax Collected	$3,581.80	$37,590.64		
County Tax Collected	$2,820.48	$29,811.92		
INPRS	$3,032.19	$31,904.95		
Deferred Comp Plan	$1,940.00	$19,250.00		
Pre-tax Insurance Plan	$3,571.36	$35,438.49		
Life Insurance	$250.32	$2,954.26		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS..			**$143,738.87**	**$2,319,146.95**

F6a

Voucher List

Jasper County Public Library

Report Date: From **11/1/23** *To* **11/13/23**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	750	PAYROLL	11/10/23	PAYROLL	$58,743.26
0	751	BUSINESS CARD	11/10/23	Past due amount (this is from a fraudulent transaction on the last statement that has not yet been cleared by the credit card company. To continue to use the cards while the credit card company is verifying the fraudulent claim we must pay the past due amount.) conf# 1275	$1.98
0	752	CHRISTINA SANDERS	11/10/23	Courier Mileage: 10/16-10/31/23 (conf#1271)	$446.71
0	753	INPRS fbo PERF	11/10/23	INPRS Contributions 11/10/23 Payroll	$7,003.82
0	754	IRS USA TAXPAYMENT	11/10/23	Federal Withholding, Medicare, & FICA withheld 11/10/23 Payroll (Acknowledgement #270371783320025)	$13,404.92
0	755	NATIONWIDE	11/10/23	Annuity withheld 11/10/23 Payroll	$970.00
0	756	POST-TRIBUNE	11/10/23	DeM & Rens: Newspaper subscriptions Acct#44365252 (conf# 1272)	$212.99
0	757	TOWN OF DEMOTTE	11/10/23	Dem: Sewer & Water: October 2023 (Conf#1273)	$193.90
0	758	TOWN OF WHEATFIELD	11/10/23	Wh: Sewer Service November 2023 (Conf#1274)	$77.35
39646	759	AARON'S LAWN CARE	11/13/23	DeM, Rens & Wh: Mowing & edging	$1,035.00
39647	760	ACE HARDWARE	11/13/23	Light bulbs	$29.99
39648	761	AMAZON CAPITAL SERVICES	11/13/23	Books	$149.15
39649	762	ANTHEM BLUE CROSS BLUE	11/13/23	Health insurance premiums- November 2023	$14,262.56
39650	763	ANTHEM LIFE	11/13/23	Life insurance premiums- November 2023	$105.21
39651	764	BAKER & TAYLOR	11/13/23	Books, Continuations, AV, Auto. Yours	$13,462.08
39652	765	BAKER & TAYLOR ENTERTAIN	11/13/23	AV	$2,463.22
39653	766	BARCODES LLC	11/13/23	Barcode scanner	$345.00
39654	767	BOOKS GALORE INC.	11/13/23	Books	$1,980.35
39655	768	BRIGHTSPEED	11/13/23	Rens & Wh: Fax line service- November 2023	$133.26
39656	769	BUSINESS CARD	11/13/23	Office & library supplies, Children's Counterparts lunch	$519.32
39657	770	CAPITAL ONE	11/13/23	Walmart: Hard drives, library & maintenance supplies	$447.45
39658	771	CARDINAL COPIER SOLUTION	11/13/23	Quarterly maintenance agreement on DeMotte staff copier; contract overage 7/2/23-10/1/23	$131.32
39659	772	CAROLYNN DeVRIES	11/13/23	Mileage 10/20-10/25/23	$35.37
39660	773	CHICAGO TRIBUNE	11/13/23	DeM & Rens: Newspaper subscriptions Acct# 20468938	$620.99
39661	774	CINTAS CORP	11/13/23	Rens: Janitorial supplies	$233.00
39662	775	CINTAS CORP.	11/13/23	DeM & Wh: Janitorial supplies	$230.18
39663	776	COUNTRYSIDE LANDSCAPING	11/13/23	Wh: Sprinkler system winterization	$211.50
39664	777	CULLIGAN WATER CONDITIO	11/13/23	Wh: Water Cooler Rental- November 2023; 5-gallon drinking water- 4	$55.19
39665	778	DELTA DENTAL	11/13/23	Dental insurance premiums- November 2023	$553.18
39666	779	DEMCO INC	11/13/23	Library supplies	$1,158.93
39667	780	ENA SERVICES LLC	11/13/23	Internet Service- October 2023	$1,165.50
39668	781	GRAINGER	11/13/23	Batteries, light bulbs	$158.17
39669	782	THE HAMSTRA GROUP, INC.	11/13/23	Rens: Inspected roof fan and ordered new	$182.25
39670	783	INDIANA GROCERY GROUP, L	11/13/23	Nerf Night snacks, Teen program food	$60.08
39671	784	INDIANA WASTE SERVICE	11/13/23	DeM. & Wh: Trash pick-up November 2023	$184.98
39672	785	JOHN DONOVAN	11/13/23	Program presenter	$50.00
39673	786	KIRBY RISK CORPORATION	11/13/23	Light bulbs	$146.65
39674	787	KROGER GARDIS & REGAS, L	11/13/23	Legal Assistance: Personnel Matters	$622.50
39675	788	MARY MOLENAAR	11/13/23	Mileage 9/26/23	$133.62
39676	789	MIDWEST TAPE LLC	11/13/23	AV	$1,760.66
39677	790	NIMBO IP LLC	11/13/23	Monthly Managed Service- October 2023	$815.00
39678	791	NIPSCO	11/13/23	DeM & Wh: Gas & electric service 10/2-10/30/23	$5,577.88
39679	792	NITCO	11/13/23	DeM: Local phone service November 2023	$140.28

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39680	793	ODP BUSINESS SOLUTIONS, L	11/13/23	Office, janitorial, & library supplies	$436.03
39681	794	OVERDRIVE, INC.	11/13/23	Deposit on Account for Future Content Purchases	$5,250.00
39682	795	PATTY EENIGENBURG	11/13/23	Mileage 9/26/23	$11.79
39683	796	PATTY STRINGFELLOW	11/13/23	Mileage 10/13-10/24/23	$77.95
39684	797	PLAYAWAY PRODUCTS, LLC	11/13/23	Launchpads, Wonderbooks, power adapters, battery covers	$1,105.36
39685	798	POSTMASTER	11/13/23	Pre-stamped postcards	$84.00
39686	799	PURDUE UNIVERSITY	11/13/23	Wh: Charcuterie Board program presenter	$260.00
39687	800	QUILL LLC	11/13/23	Paper towel rolls, footrest, mousepad wristrest, copy paper	$329.21
39688	801	RAYANN GILMORE	11/13/23	Mileage 8/2-9/20/23	$115.28
39689	802	REINFORCEMENTS DESIGN	11/13/23	I Love Strawberries Story Walk signs, sign stakes	$540.00
39690	803	RELIABLE EXTERMINATORS, I	11/13/23	DeM: Flea Service; Rens: Seasonal application	$652.00
39691	804	SHEILA BROUSSARD	11/13/23	Mileage 3/16-10/19/23	$372.70
39692	805	SUNRISE PACKAGING	11/13/23	Audiobook cases, TV Series cases	$2,164.91
39693	806	TRUGREEN PROCESSING CE	11/13/23	Rens: Lawn treatment	$135.03
39694	807	UNIQUE	11/13/23	Collections: Initial/Secondary Placements- October 2023	$262.80
39695	808	VISUAL EDGE IT, INC	11/13/23	Quarterly maintenance agreement on Wh. Staff copier; Rens. Staff Copier maintenance agreement	$876.20
39696	809	VSP INSURANCE CO. (CT)	11/13/23	Vision insurance premiums- November 2023	$202.81
				Total Amount of Claims	**$143,090.82**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, November 13, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 **pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of** **$143,090.82**

Date this 13th **day of** November **,20**23.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, December 11, 2023, 6pm
Rensselaer Public Library

Opening of Meeting	Moment of Silence
Approval of Consent Agenda & Consent Agenda Items	Action

Minutes of November Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)

General Business

Health & Life Insurance Renewal (R 18)	Action
Dental & Vision Insurance Renewal (R 18)	Action
2024 Salary Increase (R 18)	Action
Director Salary 2024 (R 18)	Action
LIRF Transfers (R 18)	Action
Election of Officers (R 19)	Action
End of December Board Meeting (R 19)	Information

Director's Report (R 18-R 21)	Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES **November 13, 2023**
Jasper County Public Library Board of Trustees **Rensselaer Library**
6:00 PM

Present: Kevin Kaluf, Mark Heinig, Julie Davidson, Janett Kingman, Patricia Stringfellow, Rayann Gilmore, Rebecca Amalong, Sheila Broussard, Arvin Delacruz, Glenn Glidden, Emilie Hunt
Absent: Kristie Housman, Janelle Harper, Janet Umlauf

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the October Board Meeting Minutes, bills/financial reports, Circulation Policy revisions, Materials Selection Policy review, Indemnification Policy review, and Curbside Service Policy review were approved as presented on a motion by M. Heinig and seconded by J. Kingman. Motion passed.

Rensselaer Library Chiller Replacement: Abonmarche Lead Architect, A. Delacruz, and Mechanical Engineer, G. Glidden presented construction documents for bidding installation of the Rensselaer Library Chiller. Library attorney E. Hunt reviewed the documents prior to the board meeting. The documents included pump replacement and adding a buffer tank to increase system volume. Increasing system volume will extend the life of the chiller because the compressor pump won't kick on and off so often. Specs are on the drawings. There isn't a separate spec book. Can write an alternate to include controls for the rest of the building. Our software is outdated so this is recommended. Budget estimates are $20,000-$25,000 for controls and 50,000-$75,000 for chiller installation. The plan would be to go out for bid in late November and open bids at a public meeting on January 8. Sealed bids would be due that day. There would be a pre-bid meeting for contractors. That would likely be scheduled for the first or second week of December. Chiller could be in place by mid-April. M. Heinig made a motion to go out for bid for installation of the Rensselaer Library Chiller and include an alternate for building controls, seconded by K. Kaluf. Motion passed unanimously.

Technical Services Librarian & Systems Administrator Annual Reports: Technical Services Librarian, Rebecca Amalong, reported that this year there was no overarching project that occurred. There were many small things that happened that needed to be addressed. She started the year hiring new staff due to the retirement of one Technical Services staff member at the beginning of the year. She participated in a field trip to the Indiana State Library acting as group leader for the day. She enjoyed the trip, finding a copy of Lysistrata illustrated and signed by Pablo Picasso and a signed letter from Samuel Clemens particularly noteworthy. Becky and her staff have participated in design concept review meetings with our Abonmarche architects as we discuss improvements to our library buildings. Catalogers do not necessarily like change, but they are engaged in making suggestions and explaining their workflow which is helpful to the architects. Becky finds it interesting to see the architect designs and 3-D walkthroughs. Technical Services dealt with some supply changes this year, too. The barcode vendor change was particularly challenging as the new vendor is significantly more expensive. Some staff absences caused Tech to get a little bit behind this year, but they are getting caught up.

Sheila Broussard, Systems Administrator, shared that her understanding of cybersecurity and related matters grew exponentially this year. It started with acronyms. There are so many, but she has a much better grasp of what all they represent. Attending meetings offered by the Indiana Office of Technology led to understanding the roles of various organizations who help government units like us with cybersecurity. Monthly Town Hall meetings are particularly invaluable as new products and service offerings are often unveiled. KnowBe4, a free product for cybersecurity training was one gem that came out of these meetings. Sheila receives MS-ISAC emails with tips on best practices to strengthen security of our systems. Monthly webinars contribute to better understanding as well. She has signed up for CyberTrack security assessments and network assessments that will help us evaluate where we are and where we need to be in terms of cybersecurity. She filled out a survey for free CrowdStrike licenses and we were selected to receive them. This is a big deal for us and a great cost savings for some necessary tools. Sheila attended the Indiana Digital Government Summit in Indianapolis and was invited to participate on the general session discussion panel. She was outside of her comfort zone but everything went off without a hitch. In addition to efforts with cybersecurity Sheila shared that we have been taking steps to prepare to move our servers online, replacing PrinterOn with ePrintIT, setting up new equipment, and recycling old equipment.

Fair Oaks Farm Pass: P. Stringfellow explained that Fair Oaks Farms would like to provide a pass for adult residents of Jasper County to check out from the library to visit Fair Oaks Farms. The pass would be for 2 adults and 5 kids and would provide access to the Dairy/Pig/Crop Adventures as well as the birthing barn, playground area, and the two bus tours (pig/dairy farms). The pass would be provided at no cost to us. The card would have a sponsor and that would be indicated on the pass. It is an annual pass, and each library would have a pass to lend. Board approval is required to make this pass available to lend. P. Stringfellow recommended the following service parameters: pass checks out for three days; checks out to adult residents of Jasper County; Is available on a first come first served basis – no holds; and overdue fine would be $5 per day. If the pass is lost, Fair Oaks does have the ability to deactivate and provide a new pass for our use. Staff feel that patrons would really appreciate being able to check out a pass. K. Kaluf made a motion to lend Fair Oaks Farms Passes, seconded by J. Kingman. Motion passed unanimously.

2024 Slate of Officers: K. Kaluf presented the nominees for the following 2024 offices: K. Kaluf, President; J. Davidson, Vice-President; K. Housman, Secretary; M. Heinig, Treasurer; and J. Kingman, Assistant Treasurer. The board will vote on the new slate at the December meeting.

Year-End Board Meeting: The year-end meeting to approve final bills, transfers and encumbrances for the year is tentatively scheduled for Thursday, December 28 at Rensselaer Library. Time is yet to be determined. We need at least 4 board members for a quorum. K. Kaluf indicated he would be available.

Director's Report: P. Stringfellow shared that the board had received a Notice of Public Hearing for November 21, 2023 at 7pm regarding a designation of an Economic Revitalization Area in Walker Township for Biscayne Falls a commercial solar generation facility. We have received word from our insurance agent that health insurance will not increase in 2024. We are still waiting on renewal information for dental, vision, and life insurance. We will bring renewal information to the board next month. We have received word that we qualify and were awarded grant funded Crowdstrike which will better protect our IT configuration, save us money, and provide wonderful resources to mitigate a cyberattack if we ever experience one. P. Stringfellow distributed People Count Week data and shared that the 2024 Summer Reading theme is Adventure Begins at Your Library.

Adjournment: With no further matters for discussion, K. Kaluf moved to adjourn the meeting at 7:19 PM, seconded by J. Kingman.

Mark Heinig, Secretary Pro Tem

Julie Davidson

Attest: J. Davidson, President

CIRCULATION BY HOLDINGS CODE
November 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	29	0	1	30
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	39	4	1	44
Blu-Ray (DBR)	96	2	0	98
Books on CD (DBKCD)	32	5	2	39
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	24	0	0	24
Digital Audiobooks (DDA)	27	0	0	27
DVD (DDVD)	1094	36	25	1155
Equipment (DEQP)	38	0	0	38
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	0	0	0	0
Fiction (DFIC)	472	39	1	512
Fiction Fantasy (DFICF)	2	0	1	3
Fiction Inspirational (DFICI)	99	6	5	110
Fiction Mystery (DFICM)	80	2	3	85
Fiction New (DFICNEW)	364	22	21	407
Fiction Science Fiction (DFICSF)	7	0	1	8
Fiction Western (DFICW)	2	0	0	2
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	62	2	2	66
Hanging Bags (DHANG)	46	3	0	49
Hotspots (DWIFI)	6	28	5	39
ILL (DILL)	25	1	0	26
Internet (DINTER)	493	0	0	493
Juv. Audio book (DJAUDB)	21	1	0	22
Juv. Biography (DJBIO)	39	0	1	40
Juv. Book on CD (DJBKCD	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	68	1	0	69
Juv. Digital Device (DJDDP)	38	0	0	38
Juvenile Easy (DJE)	1031	35	7	1073
Juv. Easy Non-fiction (DJENF)	77	3	0	80
Juv. Easy Reader (DJER)	439	9	0	448
Juv. Easy Reader NF (DJERN)	21	0	0	21
Juv. Fiction (DJFIC)	529	26	3	558
Juv. Graphic Novel (DJGN)	241	0	2	243
Juv. Holiday books (DJHOL)	216	8	17	241
Juv. Launchpads (DPTAB)	15	0	0	15
Juv. Magazine (DJMAG)	24	0	0	24
Juv. Music Cassette (DJMC)	0	0	0	0

Juv. Nonfiction (DJNF)	358	11	3	372
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	160	2	0	162
Large Print Fiction (DLPF)	149	40	4	193
Large Print Inspirational (DLPI)	0	0	0	0
Large Print Mystery (DLPM)	0	0	0	0
Large Print New (DLPN)	131	5	5	141
Large Print Nonfic (DLPNF)	4	1	0	5
Large Print Western (DLPW)	3	0	0	3
Magazine (DMAG)	324	0	0	324
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	4	0	0	4
Nonfiction 100 (DNF100)	8	0	0	8
Nonfiction 200 (DNF200)	23	0	3	26
Nonfiction 300 (DNF300)	24	2	0	26
Nonfiction 400 (DNF400)	3	0	0	3
Nonfiction 500 (DNF500)	3	0	0	3
Nonfiction 600 (DNF600)	72	2	14	88
Nonfiction 700 (DNF700)	14	2	0	16
Nonfiction 800 (DNF800)	14	2	0	16
Nonfiction 900 (DNF900)	21	2	0	23
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	11	0	0	11
Nonfiction (DNFIC)	6	0	0	6
Nonfiction New (DNFNEW)	118	6	16	140
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	3	0	0	3
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Playaway View (DVIEW)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	9	1	1	11
Software (DSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	1	48	0	49
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (DSTEAM)	9	0	0	9
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	9	0	0	9
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	101	4	2	107
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	7	1	0	8
YA Paperback Fic (DYAPBF)	0	0	0	0
YA Playaway (DDDPYA)	0	0	0	0
Storage (DZSTO)	1	0	0	1

Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	17	1	20
Blu-Ray (RBR)	0	264	2	266
Books on CD (RBKCD)	3	36	1	40
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	8	49	1	58
Digital Audiobooks (RDA)	0	8	0	8
DVD (RDVD)	16	1516	15	1547
Equipment (REQP)	0	2	0	2
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	0	0	0
Fiction (RFIC)	33	507	13	553
Fiction Inspirational (RFICI)	0	0	0	0
Fiction New (RFICNEW)	18	272	14	304
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	68	0	70
Hanging Bag (RHANG)	0	143	1	144
Hotspots (RWIFI)	10	27	7	44
ILL (RILL)	1	19	0	20
Internet (RINTER)	0	201	0	201
Juv. Audio book (RJAUDB)	0	13	0	13
Juv. Biography (RJBIO)	17	28	0	45
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	17	0	18
Juv. Digital Device (RJDDP)	0	6	0	6
Juvenile Easy (RJE)	12	551	13	576
Juv. Easy Non-fiction (RJENF)	2	50	0	52
Juv. Easy Reader (RJER)	4	259	2	265
Juv. Easy Reader NF (RJERN)	1	23	0	24
Juv. Fiction (RJFIC)	22	297	3	322
Juv. Graphic Novel (RJGN)	3	197	2	202
Juv. Launchpads (RPTAB)	2	10		12
Juv. Magazine (RJMAG)	0	4	0	4
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	10	189	4	203
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	4	168	1	173
Large Print Fiction (RLPF)	9	125	1	135
Large Print Inspirational	0	0	0	0
Large Print Mystery (RLPM)	0	0	0	0
Large Print New (RLPN)	2	161	7	170
Large Print Nonfic (RLPNF)	1	2	0	3
Large Print Western (RLPW)	0	0	0	0
Magazine (RMAG)	0	149	0	149
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	1	1	2
Non-Fiction 100 (RNF100)	2	24	1	27

Non-Fiction 200 (RNF200)	1	19	1	21
Non-Fiction 300 (RNF300)	2	26	0	28
Non-Fiction 400 (RNF400)	0	1	0	1
Non-Fiction 500 (RNF500)	0	16	0	16
Non-Fiction 600 (RNF600)	6	108	5	119
Non-Fiction 700 (RNF700)	8	19	4	31
Non-Fiction 800 (RNF800)	1	8	1	10
Non-Fiction 900 (RNF900)	1	26	0	27
Nonfiction Blu-Ray (RNFBR)	0	1	0	1
Nonfiction DVD (RNFDVD)	0	49	0	49
Nonfiction (RNFIC)	0	0	0	0
Nonfiction New (RNFNEW)	11	120	21	152
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Playaway View (RVIEW)	0	4	0	4
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	0	0	0
Software (RSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	36	7	0	43
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	5	3	18	26
STEAM Kits (RSTEAM)	0	2	0	2
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	1	0	1
YA Biography (RYAB)	0	0	0	0
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	2	51	5	58
YA Music CD (RYACD)	0	9	0	9
YA Nonfiction (RYANF)	1	1	0	2
YA Paperback Fic (RYAPBF)	0	0	0	0
YA Playaway (RDDPYA)	0	0	0	0
Storage (RZSTO)	0	3	0	3
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	0	16	17
Blu-Ray (WBR)	2	2	226	230
Books on CD (WBKCD)	1	6	27	34
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	3	5	20	28
Digital Audiobooks (WDA)	1	2	10	13
DVD (WDVD)	9	27	1003	1039
Equipment (WEQP)	0	0	0	0
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	0	0
Fiction (WFIC)	18	8	216	242
Fiction Fantasy (WFICF)	0	2	6	8
Fiction Inspirational (WFICI)	4	0	74	78
Fiction Mystery (WFICM)	3	0	53	56

Fiction New (WFICNEW)	21	16	176	213
Fiction Science Fiction (WFICSF)	0	0	1	1
Fiction Western (WFICW)	0	1	6	7
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	3	12	15
Hanging Bags (WHANG)	0	1	74	75
Hotspots (WWIFI)	2	38	3	43
ILL (WILL)	0	0	12	12
Internet (WINTER)	0	0	147	147
Juv. Audio book (WJAUDB)	0	0	10	10
Juv. Biography (WJBIO)	10	1	16	27
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	5	6
Juv. Digital Device (WJDDP)	0	0	29	29
Juvenile Easy (WJE)	14	23	475	512
Juv. Easy Non-fiction (WJENF)	2	0	55	57
Juv. Easy Reader (WJER)	1	5	168	174
Juv. Easy Reader NF (WJERN)	0	0	10	10
Juv. Fiction (WJFIC)	25	19	355	399
Juv. Graphic Novel (WJGN)	4	2	130	136
Juv. Launchpads (WPTAB)	2	0	19	21
Juv. Magazine (WJMAG)	0	0	15	15
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	9	6	163	178
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	8	1	326	335
Large Print Fiction (WLPF)	3	6	75	84
Large Print Inspirational (WLPI)	0	0	4	4
Large Print Mystery (WLPM)	3	3	6	12
Large Print New (WLPN)	1	2	48	51
Large Print Nonfic (WLPNF)	2	0	11	13
Large Print Western (WLPW)	0	0	1	1
Magazine (WMAG)	3	0	33	36
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	0	0	14	14
Non-Fiction 200 (WNF200)	1	0	13	14
Non-Fiction 300 (WNF300)	5	1	12	18
Non-Fiction 400 (WNF400)	0	0	0	0
Non-Fiction 500 (WNF500)	1	0	1	2
Non-Fiction 600 (WNF600)	1	2	56	59
Non-Fiction 700 (WNF700)	3	1	10	14
Non-Fiction 800 (WNF800)	1	0	2	3
Non-Fiction 900 (WNF900)	2	0	19	21
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	0	3	25	28
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	11	4	42	57
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0

Playaway View (WVIEW)	0	0	7	7
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
SRCS (SRCS) DeMotte	0	0	0	0
SRCS (From other libraries ILL-SR	0	0	0	0
SRCS (SRCSW) Wheatfield	0	0	0	0
STEAM Kits (WSTEAM)	0	0	3	3
Vertical file (WVF)	0	0	0	0
VHS (WVHS)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	1	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	17	9	92	118
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	0	0
YA Paperback Fic (WYAPBF)	0	0	0	0
YA Playaway (WDDPYA)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7841	6440	4625	18906

CIRCULATION BY HOLDINGS CODE
November 2023

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	29	0	1	30
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNF	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	42	21	18	81
Blu-Ray (BR)	98	269	229	596
Books on CD (BKCD)	36	47	30	113
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	35	54	21	110
Digital Audiobooks (DA)	28	10	10	48
DVD (DVD)	1119	1579	1043	3741
Equipment (EQP)	38	2	0	40
See librarian (ERR)	0	0	0	0
Express Book (EXP)	0	0	0	0
Fiction (FIC)	523	554	230	1307
Fiction Fantasy (FICF)	2	2	7	11
Fiction Inspirational (FICI)	103	6	79	188
Fiction Mystery (FICM)	83	2	56	141
Fiction New (FICNEW)	403	310	211	924
Fiction Science Fiction (FICSF)	7	0	2	9
Fiction Western (FICW)	2	1	6	9

Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	64	73	14	151
Hanging Bags (HANG)	46	147	75	268
Hotspots (WIFI)	18	93	15	126
ILL (ILL)	26	20	12	58
Internet (INTR)	493	201	147	841
Juv. Audio book (JAUDB)	21	14	10	45
Juv. Biography (JBIO)	66	29	17	112
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	69	19	5	93
Juv. Digital Device (JDDP)	38	6	29	73
Juvenile Easy (JE)	1057	609	495	2161
Juv. Easy Non-Fiction (JENF)	81	**53**	55	189
Juv. Easy Reader (JER)	444	273	170	887
Juv. Easy Reader NF (JERN)	22	23	10	55
Juv. Fiction (JFIC)	576	342	361	1279
Juv. Graphic Novel (JGN)	248	199	132	579
Juv. Holiday (JHOL)	216	8	17	241
Juv. Launchpads (PTAB)	19	10	19	48
Juv. Magazine (JMAG)	24	4	15	43
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	377	206	170	753
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback Fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	172	171	327	670
Large Print Fiction (LPF)	161	171	80	412
Large Print Inspirational (LPI)	0	0	4	4
Large Print Mystery (LPM)	3	3	6	12
Large Print New (LPN)	134	168	60	362
Large Print Nonfic (LPNF)	7	3	11	21
Large Print Western (LPW)	3	0	1	4
Magazine (MAG)	327	149	33	509
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	4	1	1	6
Non-Fiction 100 (NF100)	10	24	15	49
Non-Fiction 200 (NF200)	25	19	17	61
Non-Fiction 300 (NF300)	31	29	12	72
Non-Fiction 400 (NF400)	3	1	0	4
Non-Fiction 500 (NF500)	4	16	1	21
Non-Fiction 600 (NF600)	79	112	75	266
Non-Fiction 700 (NF700)	25	22	14	61
Non-Fiction 800 (NF800)	16	10	3	29
Non-Fiction 900 (NF900)	24	28	19	71
Non-Fiction Blu-Ray (NFBR)	0	1	1	2
Non-Fiction DVD (NFDVD)	11	52	25	88
Nonfiction (NFIC)	6	0	0	6
Nonfiction New (NFNEW)	140	130	79	349
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	3	1	0	4
Professional Coll. (PROF)	0	0	0	0

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0
Playaway View (VIEW)	0	4	7	11
Reference (REF)	2	11	3	16
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	9	1	1	11
Software (SWAR)	0	0	0	0
SRCS (SRCS) DeMotte	36	7	0	43
SRCS (From other libraries III-SRC	1	48	0	49
SRCS (SRCSW) Wheatfield	5	3	18	26
STEAM Kits (STEAM)	9	2	3	14
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	9	1	1	11
YA Biography (YAB)	2	0	0	2
YA Books on CD (YABKCD)	0	0	1	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	120	64	99	283
YA Music CD (YACD)	0	9	0	9
YA Nonfiction (YANF)	8	2	0	10
YA Paperback Fic (YAPBF)	0	0	0	0
YA Playaways (DDPYA)	0	0	0	0
Storage (ZSTO)	1	3	0	4
				0
Free reads	107	74	39	220
Games/Puzzles	12	10	14	36
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7962	6536	4681	19179

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1532	1294	781	3607
Nonfiction	456	449	281	1186
CHILDREN'S BOOKS				
Fiction	2548	1617	1496	5661
Nonfiction	740	296	259	1295
YA BOOKS				
Fiction	184	137	113	434
Nonfiction	10	2	0	12
Preloaded Dig Dev, Child	19	10	19	48
Magazines, Adult	327	149	33	509
Magazines, Children	24	4	15	43
Sound Recordings, adult	108	112	63	283
Sound Recordings, ch	136	189	90	415
Online databases	0	0	0	0
Software	0	0	0	0
SRCS	42	58	18	118
STEAM Kits	9	2	3	14

Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1228	1905	1305	4438
Equipment	56	95	15	166
Total	7419	6319	4491	18229
A-V Circulation	1472	2206	1458	5136
A-V Circulation as % of total	19.8%	34.9%	32.5%	28.2%

CIRCULATION STATISTICS

November 2023

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	Added Vols.	Withdrew Vols.	**Circu-lation**	**Total Circ.**
ADULT BOOKS										
Fiction	116	7	**1,532**	105	113	**1,294**	85	89	**781**	**3,607**
Nonfiction	62	63	**456**	94	1	**449**	35	0	**281**	**1,186**
CHILDREN'S BKS										
Fiction	72	6	**2,548**	118	3	**1,617**	61	87	**1,496**	**5,661**
Nonfiction	22	1	**740**	24	2	**296**	28	0	**259**	**1,295**
YA BOOKS										
Fiction	24	0	**184**	30	1	**137**	27	0	**113**	**434**
Nonfiction	3	1	**10**	0	0	**2**	0	0	**0**	**12**
Preloaded Dig Dev	0	0	**19**	0	0	**10**	0	0	**19**	**48**
Magazines,Adult	0	0	**327**	0	0	**149**	0	0	**33**	**509**
Magazines, Child	0	0	**24**	0	0	**4**	0	0	**15**	**43**
Games, Toys	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Sound Rec/Adult	16	0	**108**	15	0	**112**	29	0	**63**	**283**
Sound Rec/Child	0	0	**136**	2	0	**189**	0	0	**90**	**415**
Online Databases	0	0	**0**	0	0	**0**	0	0	**0**	**0**
Software	0	0	**0**	0	0	**0**	0	1	**0**	**0**
SRCS	0	0	**42**	0	0	**58**	0	0	**18**	**118**
STEAM Kits	0	0	**9**	0	0	**2**	0	0	**3**	**14**
Vertical Files	0	0	**0**	0	0	**0**	0	0	**0**	**0**
DVD/BluRay	30	29	**1,228**	55	9	**1,905**	39	4	**1,305**	**4,438**
Equipment	0	0	**56**	0	0	**95**	0	0	**15**	**166**
TOTAL	345	107	**7,419**	443	129	**6,319**	304	181	**4,491**	**18,229**

END OF MONTH:	**DEMOTTE**	**RENSSELAER**	**WHEATFIELD**
Total Materials Owned	88,777	81,688	60,613
Circulation Increase/Decrease	**-7.1%**	**-11.0%**	**-6.2%**

MONTHLY SYSTEM STATISTICS	2022	2023	% change
Current month's Circulation	19,876	18,229	-8.3%
Jan. to date circulation	196,998	213,687	8.5%

R 3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	**Start of Month** Volumes	**End of Month** Volumes	
						ADULT BOOKS
25,358	25,467	17,495	17,487	15,427	15,423	**Fiction**
20,014	20,013	19,594	19,687	6,892	6,927	**Nonfiction**
						CHILDREN'S BKS
17,073	17,139	15,931	16,046	14,088	14,062	**Fiction**
9,778	9,799	6,873	6,895	6,843	6,871	**Nonfiction**
						YA BOOKS
2,709	2,733	3,541	3,570	3,669	3,696	**Fiction**
691	693	311	311	70	70	**Nonfiction**
20	20	23	23	41	41	**Preloaded Dig Dev**
0	0	0	0	-3	-3	**Magazines,Adult**
0	0	0	0	0	0	**Magazines, Child**
0	0	0	0	0	0	**Games, Toys**
3,806	3,822	1,170	1,185	4,757	4,786	**Sound Rec/Adult**
694	694	4,270	4,272	859	859	**Sound Rec/Child**
20	20	646	646	16	16	**Online Databases**
26	26	-69	-69	-26	-27	**Software**
0	0	0	0	0	0	**SRCS**
0	0	9	9	9	9	**STEAM Kits**
104	104	-1	-1	43	43	**Vertical Files**
8,128	8,129	11,440	11,486	7,747	7,782	**VHS/DVD/Blu-ray**
118	118	141	141	58	58	**Equipment**
88,539	88,777	81,374	81,688	60,490	60,613	**TOTAL**

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

November 2023

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	277	60	109	24	286	62	672	146
LOCAL HISTORY								
In person	1	0	5	1	3	1	9	3
Letters written	8	8	7	7	0	0	15	15
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	493	21	201	8	147	6	841	35
Internet use-Wireless	1140		1410		660		3210	
VCR Use	0	0	0	0	0	0	0	0
Microforms	0	0	12	2	0	0	12	2
Public FAX24	38		22		31		91	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	14	5	0	0	14	5
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	3		4		1		8	
Outreach activities	34	34	0	0	0	0	34	23
Curbside Service	4	1	0	0	1	0	5	1
Meeting Room Use (no. of group	43	14	57	19	26	9	126	42
Study room use	62	5	42	4	16	1	120	10
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							5112	
IN-HOUSE USE ITEMS	269		282		47		598	
SELF-CHECKOUT USE	21		220		42		283	
INTERLIBRARY LOANS								
Requests made for:	3	1	4	1	7	2	14	4
Items rec'd for:	2	1	11	6	3	2	16	8
Items requested by other librarie	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

	DeMotte	Rensselaer	Wheatfield	TOTAL
Total Borrowers	6137	10360	3894	20391
Non-resident, paying	0	0	0	0
PLAC card users	0	0	0	0
Reciprocal borrowers	235	427	100	762
Number of New Patrons Added	32	31	16	

PROGRAMS

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
Programs for all ages	2	12	4	24	0	0	6	36

Number attending	29		28		0		57	
Children's Programs (0-5)	10	60	7	42	5	30	22	132
Number attending	150		87		184		421	
Children's Programs (6-11)	0	0	5	30	6	36	11	66
Number attending	0		65		316		381	
YA Programs (12-17)	0	0	1	6	1	6	2	12
Number attending	0		5		1		6	
Adult Programs	7	42	11	66	5	30	23	138
Number attending	45		132		59		236	
Total Number of Programs	**19**	114	**28**	168	**17**	102	**64**	384
Total Persons Attending	**224**		**317**		**560**		**1044**	
Total Attending Same Month Last Yr.	291		232		445		968	
Total Staff Hours Spent		259		244		184	687	676
Total Number of In-House Progran	**11**		**25**		**12**		**48**	
Total Attendance	**133**		**254**		**221**		**608**	
Total Number of Outreach Progran	**8**		**3**		**5**		**16**	
Total Attendance	**91**		**63**		**339**		**493**	

CIRCULATION BY PATRON CODE

PATRONS	**DeMotte**		**Rensselaer**		**Wheatfield**		**ALL LIBRARIES**	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5143	68.9%	3776	59.7%	3308	73.0%	12227	66.7%
Corporate	3	0.0%	0	0.0%	0	0.0%	3	0.0%
Juvenile 0-11	78	1.0%	295	4.7%	89	2.0%	462	2.5%
Juvenile-AV	745	10.0%	604	9.6%	638	14.1%	1987	10.8%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	299	4.0%	226	3.6%	75	1.7%	600	3.3%
Reciprocal Juvenile	1	0.0%	0	0.0%	0	0.0%	1	0.0%
Reciprocal Juvenile AV	0	0.0%	4	0.1%	4	0.1%	8	0.0%
Reciprocal YA	2	0.0%	0	0.0%	0	0.0%	2	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	30	0.5%	0	0.0%	30	0.2%
School AV	0	0.0%	27	0.4%	0	0.0%	27	0.1%
St. Joseph College	0	0.0%	0	0.0%	0	0.0%	0	0.0%
SRCS	0	0.0%	108	1.7%	0	0.0%	108	0.6%
Staff	840	11.2%	1007	15.9%	292	6.4%	2139	11.7%
Walking books	98	1.3%	64	1.0%	3	0.1%	165	0.9%
YA 12-17	20	0.3%	64	1.0%	18	0.4%	102	2.5%
YA-AV	238	3.2%	118	1.9%	104	2.3%	460	2.5%
Total	7467		6323		4531		18321	
All items borrowed by nonresidents	302	4.0%	287	4.5%	79	1.7%	668	3.6%

R7

Salary Ordinance 2023
Updated 12/11/23

We have hired Laura Stoyonoff as a Janitor, replacing Bryce Powell who no longer works for the Library.
Name: Laura Stoyonoff
Classification: Janitor
Hourly Wage: $13.11
Start Date: 11/28/23
Hours Worked: 15
Library: Rensselaer

We have examined and approved the changes to the 2023 Jasper County Public Library Salary Ordinance. Dated 12/11/23.

[illegible]
Julie Davidson
Janet [illegible]
Janett Kingman

R15

JCPL Long Range Plan Report
December 2023

Goal 1 – JCPL is a welcoming community hub.

Measurable Outcomes:

Increased usage of the library and its services – circulation statistics for print materials increased more than 10% year to date through the end of October; statistics for persons entering building, materials used, copies made, and computer use all increased when compared to the previous year for 2023 People Count Week; more patrons signing up for Hoopla and library cards after a Hoopla Trial based on zip code.

Improved satisfaction with library website

Evidence of improvements to our facilities inside and out – landscaping, color schemes, furniture, floor coverings, parking – work is underway on the Wheatfield Sensory Garden; concrete work complete at Rensselaer Library and overgrown/unsightly trees were removed from landscaped areas; placed extra landscape boulders in DeMotte landscaping and planted 1400 tulip and daffodil bulbs in the story walk area.

Evidence of continued safety training for staff and evaluation of current safety measures –

Goal 2 – JCPL will collaborate with community partners to contribute to an interesting, thriving, prosperous community

Measurable Outcomes:

Evidence of new and continued collaboration – worked with various community partners to offer robust library programs on a variety of topics; hosted VFW Post 1279 display for Veteran's Day at Rensselaer Library; attended the annual Indiana Office of Technology Regional Meeting in W. Lafayette; Systems Administrator participated in a panel discussion session at the Indiana Digital Government Summit.

Evidence of continued communication with community school students and faculty – library staff visited Wheatfield Elementary and KV Intermediate classrooms; Wheatfield Elementary 1st graders visited the library and received a tour for National Library Card Sign-Up Month; DeMotte and Rensselaer library staff visited community pre-school and assisted living facilities, offering programs and readings; partnered with DeMotte Elementary School library media aide to lend kits for students to use during their library time.

Evidence of continued communication with community organizations, businesses, and government units – participated in DeMotte Chamber's 1st Boo Bash; Rensselaer hosted displays by DAR regarding the constitution and the Crisis Center for Domestic Violence Awareness Month.

Increased volunteerism in the community

Reviewed and revised policies and practices that are more community-focused

Evidence of continued collaboration with other area libraries – Wheatfield participated in a Traveling Sloth activity with the Cromwell Belden Public Library in Connecticut; valuable email discussions with IT Counterparts Groups; participated in NICCL Technology Workshop.

Evidence of increased donations and support for the library – awarded Rensselaer Giving Circle grant for the purchase of Legos; businesses donated gift cards for DeMotte Bingo program.

Evidence of improved communication amongst community leaders –

Increased attendance at library events –

Evidence of increased awareness of community events – foyer bulletin boards and display racks are full of posters and brochures about community events and services.

Leadership training courses available in the community due to library partnership – DeMotte partnered with North Central Indiana Rural Crisis Center to host monthly parenting classes.

Goal 3 – JCPL will evaluate services and collections, and how they are marketed to the public

Measurable Outcomes:

Maintained or increased number of patron requests acted upon – ongoing

Completed Summer Reading Program evaluation

Logo utilized on marketing and published materials –

Marketing materials made available to welcome centers for new residents –

Evidence of increased community awareness of what the library is doing and why – as evidenced by engagement (likes/comments) on social media; Director recorded radio spots with local radio station to promote library programs and events; created video to promote use of Consumer Reports Online and shared on social media; using Kanopy to create visually appealing slides each month to promote programs and events on social media; library newsletter distributed to local businesses.

Evidence of new and expanded services – Rensselaer staff assisted several Hispanic patrons in printing legal documents using Spanglish and Google translate; offered Kahoot program to Rensselaer Life Skills class once a month; board approved circulating a Fair Oaks Farm pass; added some new magazine titles to our collection.

Evidence of community conversations/turning outward –

Goal 4 – JCPL engages its staff and community in lifelong learning.

Measurable Outcomes:

Evidence of staff training on tech competencies, and community engagement – several staff members participated in virtual TLCU and cybersecurity training; viewed webinars on Canva, Digital Preservation, MS Teams, and One Drive; some staff attended Digipalooza and ILF Annual Conference; instructions made available to staff for using Teams Meet instead of Zoom for virtual staff meetings.

Increased number of learning opportunities in technology, health, finance, security, life skills, literacy, civic-mindedness, and the arts – offered Medicare 101 Classes.

Increased number of opportunities for staff to visit other libraries for educational opportunities – many staff participated in field trips to the Indiana State Library in September; staff attended counterparts meetings at various NWI libraries.

Increased awareness, promotion, & use of digital resources –

Evidence of continued digitization, making accessible interesting and/or historically significant items – found a way to parse data from Hoosier State Chronicles which showed significant use of our digitized newspaper collection; work began on digitizing library board meeting minutes.

Evidence of library events where citizens can discuss and learn in a positive environment – Rensselaer Library offered a What Are You Thankful For public post-it display in November.

Director's Report
November 2023

I will be collecting Board binders at the conclusion of the December Board meeting so that I may insert information you will need for 2024 and remove unnecessary pages. I will return your binders to you at the January meeting. - Patty

Consent Agenda:

You will be approving the minutes of the November Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

General Business:

Health & Life Insurance Renewal: Regarding Health & Life Insurance we recommend continuing with the coverage we currently have for both. The Health Insurance is on a rate hold (technically went up 1 cent per month). Life Insurance rates are the same as last year – no increase. Coverage for both remains the same.

Dental & Vision Insurance Renewal: Regarding Dental and Vision Insurance we recommend continuing with what we currently have. Dental Insurance increased 3.41%. There is no change in the cost of Vision Insurance. Coverage for Dental remains the same. The Vision Insurance will now include $200 frame allowance/$130 contact allowance and VSP Lightcare benefit, which is nonprescription blue light filtering or sun glasses. Vision Insurance is a two year renewal.

2024 Salary Increase: A board vote is required to implement a salary increase for staff in 2024.

Director Salary 2024: As per Board and Administration Monthly Tasks, Director Salary for 2024 is determined in open session.

LIRF Transfers: In December of each year we determine an amount to transfer from line 3.94 of our Operating Budget to our Library Improvement Reserve Fund. It is good to set aside money for future improvement needs. We recommend transferring $50,000 to LIRF. The Board will need to pass a resolution in this regard.

Election of Officers: You will be electing your slate of officers for 2024. If you wish to proceed with the slate of officers presented at the November meeting, you will need to move to elect the slate of officers as presented: President- Kevin Kaluf Vice-President- Julie Davidson, Secretary- Kristie Housman, Treasurer- Mark Heinig and Assistant Treasurer- Janett Kingman.

End of December Board Meeting: Board members are scheduled to meet Thursday, December 28, 2023, at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. We typically meet early in the morning, but we need to pick a time so that the meeting can be advertised. Kevin has indicated that he is available to attend. We need at least four members to make our quorum for this meeting.

Director's Report:

No policies are scheduled to be reviewed in December.

We received word from DLGF that our 2024 budget has been approved.

I have provided a Long-Range Plan quarterly report for your review. Please see R 15.

Our Directors and Officers Liability Insurance Policy is renewing with a slight increase, $95. Renewal premium is $3981. Last year was $3886. The coverage remains the same. The carrier is Great American Insurance.

No revisions are recommended to our Internal Control Standards and System at this time.

Rayann and I attended the virtual AVC User Group meeting and the virtual Annual Report/Bookkeeping Workshop. These workshops are very valuable for us.

System Administrator News

Sheila reports, "We are in the process of purchasing new hotspots and moving from T-Mobile to Verizon service for our hotspots. We don't have a date on when the new hotspots will be ready to go. We need to place the order for Verizon service and 36 hotspots, then configure the hotspots for patrons, write instructions for patrons and staff, and determine and complete packaging for the new hotspots. Shooting for early January."

Technical Services News

Becky reports, "The month started with TLCU! There were many interesting sessions, but my favorite were the cataloging ones, and other tips about using TLC products. The third day was focused on School Libraries, so I didn't participate in those sessions. The Indiana TLC User's group had a meeting, and many more people were interested in joining us. I was surprised to hear that other parts of the state are still having trouble getting materials via SRCS."

DeMotte Library News

Shannon reports, "November was a busy month! I attended TLCU and the ILF Annual Conference in person. I had never attended ILF Annual before and I found many sessions valuable. Overall, I had a great time. I continue to train our new page, Liz, who is doing phenomenal. I am very impressed with her progress in the short time she's been here. Our Friends and staff decorated the library for Christmas as we entered the Chamber of Commerce's business decorating contest, again. Autumn and Karla had been thinking about a Grinch theme, so we honored it and went ahead with that idea. Karla spearheaded the decorating and planning, with Sammy doing the drawings. Karla, Sammy, Virginia, and the pages truly outdid themselves this year. I am truly speechless and in awe of the talent we have at DeMotte. I was approached by Tina Porter from NWI Dreamy Picnics & Event Rentals. She asked if she could set up a hot cocoa stand photo op. Neile and I have been thinking about doing photo ops, like Wheatfield's Christmas one, for a while now so we could not pass up this opportunity that fell into our laps. The display is adorable, and patrons are enjoying it."

Rensselaer Library News

Linda reports, "The building is decorated festively for the Christmas holidays by some of our joyous seasonal elves. The Christmas Tree Walk has 6 trees this year; the Hero's Veterans tree, Huth Thompson, Tri Kappa, DAR, Lirio, and the First Presbyterian church. Jenna had a fun, well-attended Disney Kahoot! Trivia program, with many donning their Mickey ears to play!! Several staff attended the virtual TLC conference, and also the Indiana TLC User group Zoom meeting. Some of the webinars attended were Canva, Critical Records, and Suicide a Conversation with a Suicidologist. Linda continues to serve on the Greater Rensselaer Chamber of Commerce Board of Directors, on several different committees this year. The clients at LIERO have really been enjoying the craft projects Janice brings. This month they played bingo, and they get so excited about the little things they win. The weather has been mild, so we have seen a lot of Saint A students this month. The teens enjoyed pour painting and it is always fun to have Head Start come to visit."

Wheatfield Library News

Evie reports, "While November was fairly quiet with assisting patrons, staff had a lot going on throughout the month. I participated in virtual TLCU conference on the 7th and 8th, then attended the ILF Annual Conference in Indy the 12-14th. Rachael and Lauren also participated in a homeschool webinar on the 8th. We again put up a holiday photo booth and allowed patrons to come in and take pictures the 10-18th – this year we had 35 families/106 people take advantage! The Friends of the Library came in on the 28th to decorate two Christmas trees in the library, and then held a carry-in with their monthly meeting. I also met with Carmen Fortney via Zoom to discuss programming options in 2024. We were also able to get a bit more work done on the sensory garden …I was able to purchase some paver base and blocks, which Jason has begun laying."

Please contact me if you are unable to attend the December Board Meeting or if you have any questions about materials in your packet. - Patty

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JCPL FINANCIAL STATEMENT
November 30, 2023

	Beginning 2023 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	$1,452,984.16	$198,781.69	$2,312,220.44	$65,844.35	$1,942,004.57	$1,082,768.29
Public Library Access Card Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Gift Fund	$28,544.83	$1,856.52	$18,967.69	$1,053.98	$17,351.75	$26,928.89
DeMotte	$10,206.61	$600.32	$5,707.09	$373.00	$4,056.67	$8,556.19
Rensselaer	$15,220.35	$809.81	$9,368.93	$400.98	$9,551.16	$15,402.58
Wheatfield	$3,117.87	$446.39	$3,891.67	$280.00	$3,743.92	$2,970.12
Library Improvement Reserve Fund	$232,697.44	$0.00	$0.00	$19.14	$213.66	$232,911.10
Bond & Interest Redemption Fund	$3,142.90	$0.00	$0.00	$0.00	$0.00	$3,142.90
Rainy Day Fund	$1,883,891.24	$0.00	$0.00	$8,463.95	$85,842.10	$1,969,733.34
Includes Investments of: $1,912,317.18						
Broadband Connectivity Grant Fund	$0.00	$1,165.50	$15,507.00	$0.00	$18,520.35	$3,013.35
Capital Projects Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Includes Investments of:						
Levy Excess Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sales Tax	$237.15	$0.00	$211.99	$7.09	$179.91	$205.07
Construction Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Petty Cash Funds	$120.00	$0.00	$0.00	$0.00	$0.00	$120.00
Cash Change Fund	$150.00	$0.00	$0.00	$0.00	$0.00	$150.00
Insurance Refund Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance Settlement Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
COVID: CARES ACT mini-grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ARP Grant Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Payroll Withholding Accts.						
FIT Tax Collected	$0.00	$9,095.72	$97,004.06	$9,095.72	$97,004.06	$0.00
FICA Tax Collected	$0.00	$8,685.35	$94,249.87	$8,685.35	$94,249.87	$0.00
State Tax Collected	$0.00	$3,814.52	$41,405.16	$3,814.52	$41,405.16	$0.00
County Tax Collected	$0.00	$3,024.04	$32,835.96	$3,024.04	$32,835.96	$0.00
INPRS	$0.00	$3,240.41	$35,145.36	$3,240.41	$35,145.36	$0.00
Deferred Comp Plan	$0.00	$1,940.00	$21,190.00	$1,940.00	$21,190.00	$0.00
Pre-tax Insurance Plan	$0.00	$3,205.10	$38,285.27	$3,384.18	$38,822.67	$537.40
Life Insurance	$0.00	$249.50	$3,204.56	$249.48	$3,203.74	($0.82)
Garnishments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Credit Union	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL ALL FUNDS....................	$3,601,767.72	$235,058.35	$2,710,227.36	$108,822.21	$2,427,969.16	$3,319,509.52

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Bank Balances

Jasper County Public Library

Report as of: **11/30/23**

	Bank	
1	Alliance Bank	$1,406,922.34
2	Cash On Hand	$270.00
3	IN-02-0225-0001 TrustINdiana	$1,912,317.18
	Total all banks =	**$3,319,509.52**

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

Renewal Date	CD/ACCT #	Issued By	Terms	Principal	%-Interest	Fund	Date Invested	Interest Earned	Comments
	IN-02-0225-0001	TrustINdiana	N/A	$1,804,521.98		Rainy Day	7/29/22	$6,818.65	Jan-23
								$6,399.54	Feb-23
								$7,277.13	Mar-23
								$7,431.22	Apr-23
								$7,966.02	May-23
								$7,835.08	Jun-23
								$8,182.74	Jul-23
								$8,458.94	Aug-23
								$8,304.76	Sep-23
								$8,656.13	Oct-23
								$8,459.23	Nov-23

CLOSED INVESTMENTS:

TOTAL INTEREST EARNED: $85,789.44

F2.1

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From **11/1/23** *To* **11/30/23**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
1. Personal Services							
1.11 SALARY OF LIBRARIAN	$86,944.00	$0.00	$86,944.00	$7,379.66	$80,352.06	$6,591.94	7.6
1.12 SALARY OF ASSISTANTS	$1,220,279.00	$0.00	$1,220,279.00	$102,237.69	$1,102,481.27	$117,797.73	9.7
1.13 WAGES OF JANITORS	$99,251.00	$0.00	$99,251.00	$6,551.94	$75,853.61	$23,397.39	23.6
1.21 EMPLOYER'S SHARE-FICA	$107,595.00	$0.00	$107,595.00	$8,685.35	$94,249.87	$13,345.13	12.4
1.22 UNEMPLOYMENT COMPENSATION	$2,531.00	$0.00	$2,531.00	$0.00	$2,524.47	$6.53	0.3
1.23 EMPLOYER'S CONTRIB.- PERF	$125,868.00	$0.00	$125,868.00	$10,593.86	$115,502.07	$10,365.93	8.2
1.24 EMPLOYER'S CONTRIB.- INS.	$175,454.00	$0.00	$175,454.00	$12,294.56	$137,633.85	$37,820.15	21.6
Subtotal	*$1,817,922.00*		$1,817,922.00	$147,743.06	$1,608,597.20	$209,324.80	11.5
2. Supplies							
2.11 OFFICIAL RECORDS	$500.00	$0.00	$500.00	$0.00	$162.22	$337.78	67.6
2.12 STATIONERY AND PRINTING	$500.00	$0.00	$500.00	$0.00	$65.36	$434.64	86.9
2.13 OTHER OFFICE SUPPLIES	$6,500.00	$0.00	$6,500.00	$329.76	$4,398.65	$2,101.35	32.3
2.21 CLEANING & SANITATION SUPPLIES	$7,500.00	$0.00	$7,500.00	$700.64	$6,199.39	$1,300.61	17.3
2.23 OTHER OPERATING SUPPLIES	$6,500.00	$0.00	$6,500.00	$340.39	$4,562.26	$1,937.74	29.8
2.31 BUILDING MATERIALS & SUPPLIES	$1,500.00	$0.00	$1,500.00	$0.00	$2,701.44	($1,201.44)	-80.1
2.32 PAINT AND PAINTING SUPPLIES	$400.00	$0.00	$400.00	$0.00	$125.14	$274.86	68.7
2.33 REPAIR PARTS	$750.00	$0.00	$750.00	$0.00	$121.99	$628.01	83.7
2.41 LIBRARY SUPPLIES	$16,500.00	$0.00	$16,500.00	$3,627.34	$11,540.10	$4,959.90	30.1
2.42 MARKETING SUPPLIES	$100.00	$0.00	$100.00	$0.00	$49.99	$50.01	50.0
Subtotal	*$40,750.00*		$40,750.00	$4,998.13	$29,926.54	$10,823.46	26.6
3. Other Services and Charge							

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F3b

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.13	LEGAL SERVICES	$7,000.00	$0.00	$7,000.00	$622.50	$5,657.50	$1,342.50	19.2
3.14	OTHER PROFESSIONAL SERVICES	$6,200.00	$0.00	$6,200.00	$0.00	$42,491.28	($36,291.28)	-585.3
3.145	DATABASES & LICENSING SERVICES	$30,100.00	$0.00	$30,100.00	$0.00	$18,062.79	$12,037.21	40.0
3.146	E-BOOKS SERVICES	$40,000.00	$0.00	$40,000.00	$5,250.00	$37,000.00	$3,000.00	7.5
3.147	APPS	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	100.0
3.21	TELEPHONE	$14,000.00	$0.00	$14,000.00	$1,088.54	$12,127.67	$1,872.33	13.4
3.22	POSTAGE	$2,000.00	$0.00	$2,000.00	$84.00	$1,864.38	$135.62	6.8
3.23	MILEAGE	$20,000.00	$0.00	$20,000.00	$1,640.13	$14,143.01	$5,856.99	29.3
3.24	PROFESSIONAL MEETINGS	$7,500.00	$0.00	$7,500.00	$40.06	$3,048.26	$4,451.74	59.4
3.25	FREIGHT	$1,800.00	$0.00	$1,800.00	$225.69	$1,152.41	$647.59	36.0
3.26	NETWORKING	$92,220.00	$0.00	$92,220.00	$1,015.42	$12,955.44	$79,264.56	86.0
3.31	ADVERTISING & PUBLIC NOTICES	$800.00	$0.00	$800.00	$0.00	$1,232.26	($432.26)	-54.0
3.33	MARKETING ADVERTISING	$4,500.00	$0.00	$4,500.00	$0.00	$4,360.00	$140.00	3.1
3.41	OFFICIAL BONDS	$500.00	$0.00	$500.00	$0.00	$250.00	$250.00	50.0
3.42	OTHER INSURANCE	$31,000.00	$0.00	$31,000.00	$0.00	$26,406.00	$4,594.00	14.8
3.51	GAS	$25,000.00	$0.00	$25,000.00	$1,677.87	$18,351.07	$6,648.93	26.6
3.52	ELECTRICITY	$129,000.00	$0.00	$129,000.00	$8,111.17	$93,669.41	$35,330.59	27.4
3.53	WATER	$3,500.00	$0.00	$3,500.00	$316.90	$3,071.34	$428.66	12.2
3.54	WASTE DISPOSAL SERVICES	$9,000.00	$0.00	$9,000.00	$656.89	$7,284.35	$1,715.65	19.1
3.61	BUILDING & STRUCTURES	$122,930.00	$0.00	$122,930.00	$2,215.78	$53,557.78	$69,372.22	56.4
3.62	EQUIPMENT REPAIRS	$500.00	$0.00	$500.00	$0.00	$171.25	$328.75	65.8
3.72	EQUIPMENT RENTALS	$400.00	$0.00	$400.00	$14.39	$327.29	$72.71	18.2
3.91	DUES	$2,600.00	$0.00	$2,600.00	$0.00	$598.00	$2,002.00	77.0
3.93	TAXES & ASSESSMENTS	$500.00	$0.00	$500.00	$0.00	$41.34	$458.66	91.7
3.94	TRANSFER TO LIRF	$50,000.00	$0.00	$50,000.00	$0.00	$0.00	$50,000.00	100.0
3.95	BOOK REIMBURSEMENT	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.96 PETTY CASH	$120.00	$0.00	$120.00	$0.00	$0.00	$120.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	$124,053.00	$0.00	$124,053.00	$1,337.84	$91,284.19	$32,768.81	26.4
Subtotal	*$725,523.00*		$725,523.00	$24,297.18	$449,107.02	$276,415.98	38.1
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	$88,000.00	$0.00	$88,000.00	$523.00	$56,455.00	$31,545.00	35.8
4.51 BOOKS	$150,000.00	$0.00	$150,000.00	$14,543.26	$104,594.90	$45,405.10	30.3
4.52 PERIODICALS & NEWSPAPERS	$16,500.00	$0.00	$16,500.00	$833.98	$11,883.09	$4,616.91	28.0
4.53 NONPRINTED MATERIALS	$60,000.00	$0.00	$60,000.00	$5,843.08	$51,656.69	$8,343.31	13.9
Subtotal	*$314,500.00*		$314,500.00	$21,743.32	$224,589.68	$89,910.32	28.6
Grand Total	$2,898,695.00	$0.00	$2,898,695.00	$198,781.69	$2,312,220.44	$586,474.56	20.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3c

F3d.

Appropriation Report for 276 BROADBAND CONNECTIVITY

Jasper County Public Library

Report Date: From **11/1/23** *To* **11/30/23**

Account # Description	*Annual Appropriation*	*Change to Appropriation*	*Current Appropriation*	*Disbursements This Month*	*Disbursements YTD*	*Balance*	*Percent Remain*
3. Other Services and Charge							
3.26 NETWORKING	$0.00	$0.00	$0.00	$1,165.50	$15,507.00	($15,507.00)	#Div/0!
Subtotal	*$0.00*		$0.00	$1,165.50	$15,507.00	($15,507.00)	#Div/0!
Grand Total	$0.00	$0.00	$0.00	$1,165.50	$15,507.00	($15,507.00)	#Div/0!

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From **11/1/23** *To* **11/30/23**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	750	PAYROLL	11/10/23	PAYROLL	$58,743.26
0	751	BUSINESS CARD	11/10/23	Past due amount (this is from a fraudulent transaction on the last statement that has not yet been cleared by the credit card company. To continue to use the cards while the credit card company is verifying the fraudulent claim we must pay the past due amount.) conf# 1275	$1.98
0	752	CHRISTINA SANDERS	11/10/23	Courier Mileage: 10/16-10/31/23 (conf#1271)	$446.71
0	753	INPRS fbo PERF	11/10/23	INPRS Contributions 11/10/23 Payroll	$7,003.82
0	754	IRS USA TAXPAYMENT	11/10/23	Federal Withholding, Medicare, & FICA withheld 11/10/23 Payroll (Acknowledgement #270371783320025)	$13,404.92
0	755	NATIONWIDE	11/10/23	Annuity withheld 11/10/23 Payroll	$970.00
0	756	POST-TRIBUNE	11/10/23	DeM & Rens: Newspaper subscriptions Acct#44365252 (conf# 1272)	$212.99
0	757	TOWN OF DEMOTTE	11/10/23	Dem: Sewer & Water: October 2023 (Conf#1273)	$193.90
0	758	TOWN OF WHEATFIELD	11/10/23	Wh: Sewer Service November 2023 (Conf#1274)	$77.35
39646	759	AARON'S LAWN CARE	11/13/23	DeM, Rens & Wh: Mowing & edging	$1,035.00
39647	760	ACE HARDWARE	11/13/23	Light bulbs	$29.99
39648	761	AMAZON CAPITAL SERVICES	11/13/23	Books	$149.15
39649	762	ANTHEM BLUE CROSS BLUE	11/13/23	Health insurance premiums- November 2023	$14,262.56
39650	763	ANTHEM LIFE	11/13/23	Life insurance premiums- November 2023	$105.21
39651	764	BAKER & TAYLOR	11/13/23	Books, Continuations, AV, Auto. Yours	$13,462.08
39652	765	BAKER & TAYLOR ENTERTAIN	11/13/23	AV	$2,463.22
39653	766	BARCODES LLC	11/13/23	Barcode scanner	$345.00
39654	767	BOOKS GALORE INC.	11/13/23	Books	$1,980.35
39655	768	BRIGHTSPEED	11/13/23	Rens & Wh: Fax line service- November 2023	$133.26
39656	769	BUSINESS CARD	11/13/23	Office & library supplies, Children's Counterparts lunch	$519.32
39657	770	CAPITAL ONE	11/13/23	Walmart: Hard drives, library & maintenance supplies	$447.45
39658	771	CARDINAL COPIER SOLUTION	11/13/23	Quarterly maintenance agreement on DeMotte staff copier; contract overage 7/2/23-10/1/23	$131.32
39659	772	CAROLYNN DeVRIES	11/13/23	Mileage 10/20-10/25/23	$35.37
39660	773	CHICAGO TRIBUNE	11/13/23	DeM & Rens: Newspaper subscriptions Acct# 20468938	$620.99
39661	774	CINTAS CORP	11/13/23	Rens: Janitorial supplies	$233.00
39662	775	CINTAS CORP.	11/13/23	DeM & Wh: Janitorial supplies	$230.18
39663	776	COUNTRYSIDE LANDSCAPING	11/13/23	Wh: Sprinkler system winterization	$211.50
39664	777	CULLIGAN WATER CONDITIO	11/13/23	Wh: Water Cooler Rental- November 2023; 5-gallon drinking water- 4	$55.19
39665	778	DELTA DENTAL	11/13/23	Dental insurance premiums- November 2023	$553.18
39666	779	DEMCO INC	11/13/23	Library supplies	$1,158.93
39667	780	ENA SERVICES LLC	11/13/23	Internet Service- October 2023	$1,165.50
39668	781	GRAINGER	11/13/23	Batteries, light bulbs	$158.17
39669	782	THE HAMSTRA GROUP, INC.	11/13/23	Rens: Inspected roof fan and ordered new	$182.25
39670	783	INDIANA GROCERY GROUP, L	11/13/23	Nerf Night snacks, Teen program food	$60.08
39671	784	INDIANA WASTE SERVICE	11/13/23	DeM. & Wh: Trash pick-up November 2023	$184.98
39672	785	JOHN DONOVAN	11/13/23	Program presenter	$50.00
39673	786	KIRBY RISK CORPORATION	11/13/23	Light bulbs	$146.65
39674	787	KROGER GARDIS & REGAS, L	11/13/23	Legal Assistance: Personnel Matters	$622.50
39675	788	MARY MOLENAAR	11/13/23	Mileage 9/26/23	$133.62
39676	789	MIDWEST TAPE LLC	11/13/23	AV	$1,760.66
39677	790	NIMBO IP LLC	11/13/23	Monthly Managed Service- October 2023	$815.00
39678	791	NIPSCO	11/13/23	DeM & Wh: Gas & electric service 10/2-10/30/23	$5,577.88
39679	792	NITCO	11/13/23	DeM: Local phone service November 2023	$140.28

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
39680	793	ODP BUSINESS SOLUTIONS, L	11/13/23	Office, janitorial, & library supplies	$436.03
39681	794	OVERDRIVE, INC.	11/13/23	Deposit on Account for Future Content Purchases	$5,250.00
39682	795	PATTY EENIGENBURG	11/13/23	Mileage 9/26/23	$11.79
39683	796	PATTY STRINGFELLOW	11/13/23	Mileage 10/13-10/24/23	$77.95
39684	797	PLAYAWAY PRODUCTS, LLC	11/13/23	Launchpads, Wonderbooks, power adapters, battery covers	$1,105.36
39685	798	POSTMASTER	11/13/23	Pre-stamped postcards	$84.00
39686	799	PURDUE UNIVERSITY	11/13/23	Wh: Charcuterie Board program presenter	$260.00
39687	800	QUILL LLC	11/13/23	Paper towel rolls, footrest, mousepad wristrest, copy paper	$329.21
39688	801	RAYANN GILMORE	11/13/23	Mileage 8/2-9/20/23	$115.28
39689	802	REINFORCEMENTS DESIGN	11/13/23	I Love Strawberries Story Walk signs, sign stakes	$540.00
39690	803	RELIABLE EXTERMINATORS, I	11/13/23	DeM: Flea Service; Rens: Seasonal application	$652.00
39691	804	SHEILA BROUSSARD	11/13/23	Mileage 3/16-10/19/23	$372.70
39692	805	SUNRISE PACKAGING	11/13/23	Audiobook cases, TV Series cases	$2,164.91
39693	806	TRUGREEN PROCESSING CE	11/13/23	Rens: Lawn treatment	$135.03
39694	807	UNIQUE	11/13/23	Collections: Initial/Secondary Placements- October 2023	$262.80
39695	808	VISUAL EDGE IT, INC	11/13/23	Quarterly maintenance agreement on Wh. Staff copier; Rens. Staff Copier maintenance agreement	$876.20
39696	809	VSP INSURANCE CO. (CT)	11/13/23	Vision insurance premiums- November 2023	$202.81
0	810	PAYROLL	11/24/23	PAYROLL	$57,426.03
0	811	AFLAC	11/24/23	Supplemental Insurance November 2023 (conf#1276)	$625.40
0	812	ALLIANCE BANK	11/24/23	Direct Deposit Fees -- October 2023	$36.30
0	813	CHRISTINA SANDERS	11/24/23	Courier Mileage: 11/1-11/15/23 (conf#1278)	$446.71
0	814	CITY OF RENSSELAER	11/24/23	Rens: Utilities: 10/5-11/3/23 (Conf# 153624767)	$4,687.92
0	815	INDIANA DEPARTMENT OF RE	11/24/23	State & County Taxes withheld November 2023 Payrolls (conf#0-015-684-430)	$6,838.56
0	816	INPRS fbo PERF	11/24/23	INPRS Contributions 11/24/23 Payroll	$6,830.45
0	817	IRS USA TAXPAYMENT	11/24/23	Federal Withholding, Medicare, & FICA withheld 11/24/23 Payroll (Acknowledgement #270373161533831)	$13,061.50
0	818	NATIONWIDE	11/24/23	Annuity withheld 11/24/23 Payroll	$970.00
0	819	T-MOBILE	11/24/23	Hotspot Data Service 10/2-11/1/23 (Conf #1277)	$1,015.42
0	820	ALLIANCE BANK	11/30/23	Positive Pay Fee- November 2023	$15.00
0	821	SQUARE, INC	11/30/23	Merchant Processing Fees- November 2023	$14.24

F4C

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
				Total Amount of Claims	$235,058.35

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, December 5, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $235,058.35

Date this 11th day of December ,20 23 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
November 30, 2023

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			$520.80	$6,895.59
DeMotte	$185.13	$1,864.04		
Rensselaer	$273.10	$3,611.63		
Wheatfield	$62.57	$1,419.92		
PHOTOCOPIES:			$944.31	$11,201.45
DeMotte	$298.65	$3,437.26		
Rensselaer	$481.16	$5,718.64		
Wheatfield	$164.50	$2,045.55		
INTEREST (Checking, Repurchase, CDs):			$97.89	$1,243.32
TAXES:			$64,180.08	$1,919,466.38
Property Tax	$0.00	$916,478.46		
LOIT	$0.00	$125,325.06		
License Excise Tax	$0.00	$68,174.36		
Financial Institution Tax	$0.00	$2,607.62		
CVET(Commercial Vehicle Excise)	$0.00	$9,079.00		
LIT Certified Shares	$64,180.08	$797,801.88		
TAXABLE SALES:-			$1.27	$27.64
REFUNDS:			$100.00	$3,170.19
Rebates/Refund	$0.00	$544.00		
Insurance Claims/Reimbursements	$0.00	$0.00		
Meeting Room Rental	$100.00	$2,500.00		
Reimbursement	$0.00	$0.00		
Fixed Asset Sales	$0.00	$0.00		
Miscellaneous Receipts	$0.00	$126.19		
Interfund Transfer	$0.00	$0.00		
TOTAL OPERATING FUND RECEIPTS			**$65,844.35**	**$1,942,004.57**
PLAC FUND:			$0.00	$0.00
GIFT FUNDS:			$1,053.98	$17,351.75
DeMotte	$373.00	$4,056.67		
Rensselaer	$400.98	$9,551.16		
Wheatfield	$280.00	$3,743.92		
LIB. IMPROV. RESERVE FUND:			$19.14	$213.66
Interest Earned	$19.14	$213.66		
Transfer from OPERATING	$0.00	$0.00		
BOND & INTEREST REDEMPTION FUND:			$0.00	$0.00
Property Tax	$0.00	$0.00		
License Excise Tax	$0.00	$0.00		
Financial Institution Tax	$0.00	$0.00		
CVET(Commercial Vehicle Excise)	$0.00	$0.00		
Interfund Transfer	$0.00	$0.00		
RAINY DAY FUND:			$8,463.95	$85,842.10
Special CAGIT Distribution	$0.00	$0.00		
Special LOIT Distribution	$0.00	$0.00		
Interest Earned	$8,463.95	$85,842.10		
Interfund Transfer	$0.00	$0.00		
BROADBAND CONNECTIVITY GRANT FUND:-			$0.00	$18,520.35
LEVY EXCESS FUND:			$0.00	$0.00
SALES TAX:			$7.09	$179.91
CASH CHANGE FUND			$0.00	$0.00
INSURANCE REFUND FUND:			$0.00	$0.00
Interfund Transfer	$0.00	$0.00		
INSURANCE SETTLEMENT FUND			$0.00	$0.00
COVID: CARES ACT mini-grant			$0.00	$0.00
ARP GRANT FUND			$0.00	$0.00
SUB-TOTAL (page 1)			**$75,388.51**	**$2,064,112.34**

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WITHHOLDING ACCOUNT FUNDS:			$33,433.70	$363,856.82
FIT Tax Collected	$9,095.72	$97,004.06		
FICA Collected	$8,685.35	$94,249.87		
State Tax Collected	$3,814.52	$41,405.16		
County Tax Collected	$3,024.04	$32,835.96		
INPRS	$3,240.41	$35,145.36		
Deferred Comp Plan	$1,940.00	$21,190.00		
Pre-tax Insurance Plan	$3,384.18	$38,822.67		
Life Insurance	$249.48	$3,203.74		
Garnishments	$0.00	$0.00		
Credit Union	$0.00	$0.00		
TOTAL RECEIPTS - ALL FUNDS……………………………………………			**$108,822.21**	**$2,427,969.16**

Voucher List

Jasper County Public Library

Report Date: From **12/1/23** *To* **12/11/23**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	822	PAYROLL	12/8/23	PAYROLL	$56,958.18
0	823	CHRISTINA SANDERS	12/8/23	Courier Mileage: 11/16-11/30/23 (conf#1279)	$324.88
0	824	INPRS fbo PERF	12/8/23	INPRS Contributions 12/8/23 Payroll	$6,801.06
0	825	IRS USA TAXPAYMENT	12/8/23	Federal Withholding, Medicare, & FICA withheld 12/8/23 Payroll (Acknowledgement #270374552131406)	$12,939.24
0	826	NATIONWIDE	12/8/23	Annuity withheld 12/8/23 Payroll	$970.00
0	827	TOWN OF DEMOTTE	12/8/23	Dem: Sewer & Water: November 2023 (Conf#1280)	$140.78
0	828	TOWN OF WHEATFIELD	12/8/23	Wh: Sewer Service December 2023 (Conf#1281)	$77.35
39697	829	ABONMARCHE CONSULTANT	12/11/23	Facilities Assessment & Concepts- Rensselaer Chiller: professional services thru 11/15/23	$7,000.00
39698	830	ACE HARDWARE	12/11/23	Wh: Sensory Garden supplies	$15.73
39699	831	AMAZON CAPITAL SERVICES	12/11/23	Books, State flags, Softzone climber playset, scrimmage vests, lens test chart, Big Foam Construction Building Blocks, Wooden activity cube, Pro Neutra Sol water chemicals	$795.98
39700	832	ANTHEM BLUE CROSS BLUE	12/11/23	Health insurance premiums- December 2023	$14,262.56
39701	833	ANTHEM LIFE	12/11/23	Life insurance premiums- December 2023; J. Skinner Sept - Nov 2023 premiums	$122.01
39702	834	APPLIED INNOVATION	12/11/23	Quarterly maintenance agreement on patron copiers	$1,177.62
39703	835	BAKER & TAYLOR	12/11/23	Books, Continuations, AV, Auto. Yours	$5,442.34
39704	836	BAKER & TAYLOR ENTERTAIN	12/11/23	AV	$1,830.81
39705	837	BETH HOPKINS	12/11/23	Mileage 12/8/23	$28.82
39706	838	BETTER CONTAINERS MFG. C	12/11/23	Love My Library bags	$198.54
39707	839	BRIGHTSPEED	12/11/23	Rens: Fax line service- December 2023	$65.07
39708	840	BUSINESS CARD	12/11/23	Library, maintenance, janitorial, & office supplies, ILF Conference expenses, background check, Wh. Sensory Garden supplies	$1,612.87
39709	841	CAPITAL ONE	12/11/23	Walmart: Library & maintenance supplies	$291.67
39710	842	CAPITAL ONE TRADE CREDIT	12/11/23	Kem's Hardware: chain, padlock	$16.97
39711	843	CINTAS CORP	12/11/23	Rens: Janitorial supplies	$164.00
39712	844	CINTAS CORP.	12/11/23	DeM & Wh: Janitorial supplies	$437.18
39713	845	CI INSURANCE	12/11/23	D & O Professional Liability 2024 renewal	$3,981.00
39714	846	COUNTRYSIDE LANDSCAPING	12/11/23	DeM: bulb installation along the story walk	$2,400.00
39715	847	CULLIGAN WATER CONDITIO	12/11/23	Wh: Water Cooler Rental- December 2023	$14.39
39716	848	DANIEL VAN BLAIRCOM	12/11/23	Mileage 4/29-11/25/23	$41.99
39717	849	DELTA DENTAL	12/11/23	Dental insurance premiums- December 2023: A. Fagenbaum- credit for November 2023 premium	$488.10
39718	850	ENA SERVICES LLC	12/11/23	Internet Service- November 2023	$1,165.50
39719	851	ENGAGEDPATRONS.ORG	12/11/23	Events hosting service 1/1/2024-12/31/2024	$229.00
39720	852	EVELYN S. PARRISH	12/11/23	Mileage 10/18-11/16/23	$307.85
39721	853	FARMINGTON COMMUNITY LI	12/11/23	Lost ILL/OCLC item	$19.57
39722	854	GRAINGER	12/11/23	Lampholders, batteries, filter for bottle filler	$101.13
39723	855	THE HAMSTRA GROUP, INC.	12/11/23	Rens: installed two new vent fans	$349.26
39724	856	HODGES AND DAVIS, P.C.	12/11/23	Legal Assistance: HVAC/Chiller Matters	$280.00
39725	857	ICC BUSINESS PRODUCTS	12/11/23	Office supplies	$167.58
39726	858	INDIANA GROCERY GROUP, L	12/11/23	Program water, bingo prizes, STEM program supplies, Nerf Night snacks, Staff Christmas Party food	$210.66
39727	859	INDIANA LIBRARY FEDERATIO	12/11/23	2024 Institutional Membership dues	$1,434.09
39728	860	INDIANA WASTE SERVICE	12/11/23	DeM. & Wh: Trash pick-up December 2023	$184.98
39729	861	JOHNSON CONTROLS FIRE P	12/11/23	DeM: replaced exit sign battery	$135.00
39730	862	KANKAKEE VALLEY POST NE	12/11/23	DeM: Newspaper subscription Acct# 0045635	$99.00

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
39731	863	KAPCO	12/11/23	Library supplies	$349.75
39732	864	KIRBY RISK CORPORATION	12/11/23	Light bulbs	$60.34
39733	865	KROGER GARDIS & REGAS, L	12/11/23	Legal Assistance: Policy Matters	$1,272.00
39734	866	MAGAZINE SUBSCRIPTION SE	12/11/23	January - May 2024 magazine renewals, DeM: Wall Street Journal newspaper subscription	$4,394.38
39735	867	MIDWEST TAPE LLC	12/11/23	Hoopla: advance digital payment; AV	$4,109.05
39736	868	NIMBO IP LLC	12/11/23	Monthly Managed Service- November 2023	$815.00
39737	869	NIPSCO	12/11/23	DeM & Wh: Gas & electric service 10/30-11/30/23	$5,002.82
39738	870	NITCO	12/11/23	DeM: Local phone service December 2023	$140.28
39739	871	ODP BUSINESS SOLUTIONS, L	12/11/23	Library, janitorial, & office supplies	$580.06
39740	872	OVERDRIVE, INC.	12/11/23	Deposit on Account for Future Content Purchases	$3,500.00
39741	873	PATTY STRINGFELLOW	12/11/23	Mileage 11/9-11/29/23	$51.75
39742	874	PLAYAWAY PRODUCTS, LLC	12/11/23	Launchpad	$169.99
39743	875	POST-TRIBUNE	12/11/23	DeM & Rens: Newspaper subscriptions Acct#44365252	$212.99
39744	876	PRECISION CONTROL SYSTE	12/11/23	DeM: HVAC repairs	$1,951.65
39745	877	STANLEY STEEMER	12/11/23	Carpet cleaning	$1,335.00
39746	878	TECHSOUP	12/11/23	Windows Server Standard licenses (request# 3847215)	$1,116.00
39747	879	THE LIBRARY CORPORATION	12/11/23	ProQuest Sundetics renewal: 3/1/24-2/28/25; SIP2 Communications Protocol: 3/1/24-2/28/25	$7,146.00
39748	880	TODAY'S BUSINESS SOLUTIO	12/11/23	PrinterOn Service Plan 11/4/23-11/3/24	$1,785.00
39749	881	ULINE	12/11/23	Filament tape, DVD cases	$418.73
39750	882	UNIQUE	12/11/23	Collections: Initial/Secondary Placements- November 2023	$120.45
39751	883	VISUAL EDGE IT, INC	12/11/23	Rens. Staff Copier maintenance agreement	$171.40
39752	884	VSP INSURANCE CO. (CT)	12/11/23	Vision insurance premiums- December 2023	$202.81
				Total Amount of Claims	**$158,188.21**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 11, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $158,188.21

Date this 11th **day of** December **,20**23.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

YR END

Agenda

Jasper County Public Library

Board of Trustees Year-End Meeting

Thursday, December 28, 2023; 8:30am

Rensselaer Library Meeting Room

	Purpose
Opening of Meeting	Moment of Silence
Bills to be Allowed	Action
Transfers of Funds	Action
Public Forum	
Adjournment	

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Voucher List

Jasper County Public Library

Report Date: From **12/12/23** *To* **12/28/23**

Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
0	885	PAYROLL	12/22/23	PAYROLL	$57,683.32
0	886	AFLAC	12/22/23	Supplemental Insurance December 2023 (conf#1284)	$625.40
0	887	ALLIANCE BANK	12/22/23	Direct Deposit Fees -- November 2023	$36.40
0	888	BRIGHTSPEED	12/22/23	Wh: Fax line December 2023 (Conf#1283)	$67.62
0	889	CHRISTINA SANDERS	12/22/23	Courier Mileage: 12/1-12/15/23 (conf#1282)	$406.10
0	890	CITY OF RENSSELAER	12/22/23	Rens: Utilities: 11/3-12/5/23 (Conf# 153770184)	$4,823.18
0	891	INDIANA DEPARTMENT OF RE	12/22/23	State & County Taxes withheld December 2023 Payrolls (conf#0-016-059-513)	$6,737.20
0	892	INPRS fbo PERF	12/22/23	INPRS Contributions 12/22/23 Payroll	$6,803.09
0	893	IRS USA TAXPAYMENT	12/22/23	Federal Withholding, Medicare, & FICA withheld 12/2/23 Payroll (Acknowledgement #270376053190845)	$13,153.16
0	894	NATIONWIDE	12/22/23	Annuity withheld 12/22/23 Payroll	$970.00
0	895	T-MOBILE	12/22/23	Hotspot Data Service 11/2-12/1/23 (Conf #1285)	$985.77
39753	896	AARON'S LAWN CARE	12/28/23	Fall clean-up	$550.00
39754	897	AMAZON CAPITAL SERVICES	12/28/23	Hotspot cases, books	$423.44
39755	898	BAKER & TAYLOR	12/28/23	Books, Continuations, AV, Auto. Yours	$2,302.05
39756	899	BAKER & TAYLOR ENTERTAIN	12/28/23	AV	$458.03
39757	900	CAPITAL ONE	12/28/23	Walmart: Library supplies, books	$802.15
39758	901	DELL MARKETING L.P.	12/28/23	Toner	$132.43
39759	902	EVELYN S. PARRISH	12/28/23	Mileage 11/29-12/15/23	$94.98
39760	903	GRAINGER	12/28/23	Lampholders, carpet cleaner, stain remover	$89.78
39761	904	HODGES AND DAVIS, P.C.	12/28/23	Legal Assistance: HVAC/Chiller Matters	$100.00
39762	905	JUDI'S BLOOMERS	12/28/23	Program Presenter	$440.00
39763	906	KIRBY RISK CORPORATION	12/28/23	Light bulbs	$893.00
39764	907	KROGER GARDIS & REGAS, L	12/28/23	Legal Assistance: Personnel Matters	$622.00
39765	908	LAUREN DRAKE	12/28/23	Mileage 8/15-10/19/23	$26.86
39766	909	LINDA POORTENGA	12/28/23	Mileage 9/13-12/13/23	$116.98
39767	910	MARY MOLENAAR	12/28/23	Mileage 5/3-12/11/23	$57.64
39768	911	MIDWEST TAPE LLC	12/28/23	AV	$224.97
39769	912	QUILL LLC	12/28/23	Janitorial, library, & office supplies	$679.34
39770	913	RACHAEL CAVINDER	12/28/23	Mileage 9/25-12/8/23	$64.85
39771	914	GREATER RENSSELAER CHA	12/28/23	Annual Chamber Dinner- 1 attendee	$30.00
39772	915	SHANNON HELDAK	12/28/23	Mileage 9/19-12/15/23	$63.54
39773	916	TRUGREEN PROCESSING CE	12/28/23	Ice melt	$127.50
39774	917	VISUAL EDGE IT, INC	12/28/23	Rens. Staff Copier maintenance agreement	$142.44
39775	918	ZIESE PLUMBING, HEATING, &	12/28/23	Rens: Winterize outside hydrants	$165.00

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Warrant Number	*Claim Number*	*Name of Claimant*	*Date*	*Explanation*	**Total**
				Total Amount of Claims	**$100,898.22**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, December 27, 2023

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of $100,898.22

Date this 28th day of December ,20 23 .

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

December 28, 2023

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND (100)

	Added Amount Appropriated		Amount Reduced
1.11 Salary of Librarian	$ 852.72	1.12 Salary of Assistants	$ 852.72
1.23 Employer's Contribution- PERF	$ 57.99	1.24 Employer's Contribution- Ins.	$ 57.99
2.31 Building Materials & Supplies	$ 1,201.44	2.41 Library Supplies	$ 1,201.44
3.13 Legal Services	$ 931.50	3.26 Networking	$ 45,110.74
3.14 Other Professional Services	$ 43,746.98		
3.31 Advertising & Public Notices	$ 432.26		
4.52 Periodicals & Newspapers	$ 89.46	4.51 Books	$ 89.46
TOTAL Added	**$ 47,312.35**	**TOTAL Reduced**	**$ 47,312.35**

AYE

Julie Davidson

Kristi [illegible]

Janett Kingman

NAY

ATTEST:

Janett Kingman

Secretary Pro-Tem, Jasper County Public Library Board